

third edition

Dictionary of Banking and Finance

OVER 9,000 TERMS CLEARLY DEFINED

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third edition

A & C Black • London

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Preface to the first edition

This dictionary provides a basic vocabulary of terms used in the fields of banking, investment, the Stock Exchange, and general finance. It covers both British and American usage.

The main words and phrases are defined in simple English, and many examples are given to show how the words may be used in context. In some cases, the definitions are expanded by explanatory comments. We also give quotations from newspapers and financial magazines from various parts of the world.

The supplements at the back of the book offer additional information.

Preface to the second edition

The vocabulary of banking and finance, like that of so many modern disciplines, moves forward rapidly, and we have expanded and edited the text of the dictionary to keep pace with current changes. We have also made a further selection of recent quotations from newspapers and magazines.

At the same time, to make the dictionary more useful to students, we now give phonetic transcriptions for all the headwords.

Preface to the third edition

The text and supplements have been thoroughly revised for this new edition and many new entries have been included to reflect recent changes in the field of banking and finance.

We are grateful to Stephen Curtis for his help with this edition. Thanks are also due to Katy McAdam, Joel Adams, Daisy Jackson, Sarah Luszkat, Jill Garner and Sandra Anderson for the excellent presentation of the text.

Pronunciation Guide

The following symbols have been used to show the pronunciation of the main words in the dictionary.

Stress is indicated by a main stress mark (') and a secondary stress mark (,). Note that these are only guides, as the stress of the word changes according to its position in the sentence.

Vowels

æ	back
ɑ:	harm
ɒ	stop
aɪ	type
aʊ	how
aɪə	hire
aʊə	hour
ɔ:	course
ɔɪ	annoy
e	head
eə	fair
eɪ	make
əʊ	go
ɜ:	word
i:	keep
i	happy
ə	about
ɪ	fit
ɪə	near
u	annual
u:	pool
ʊ	book
ʊə	tour
ʌ	shut

Consonants

b	buck
d	dead
ð	other
dʒ	jump
f	fare
g	gold
h	head
j	yellow
k	cab
l	leave
m	mix
n	nil
ŋ	sing
p	print
r	rest
s	save
ʃ	shop
t	take
tʃ	change
θ	theft
v	value
w	work
x	loch
ʒ	measure
z	zone

A

A /,sɪŋ(ə)l 'eɪ/, **AA** /,dʌb(ə)l 'eɪ/, **AAA** /,tɹɪp(ə)l 'eɪ/ *noun* letters that show how reliable a particular share, bond or company is considered to be ○ *These bonds have a AAA rating.*

'...the rating concern lowered its rating to single-A from double-A, and its senior debt rating to triple-B from single-A' [*Wall Street Journal*]

COMMENT: The AAA rating is given by Standard & Poor's or by Moody's, and indicates a very high level of reliability for a corporate or municipal bond in the US

A1 /eɪ 'wɒn/ *adjective* □ **ship which is A1 at Lloyd's** a ship which is in the best possible condition according to Lloyd's Register

AAD *abbreviation* Arab accounting dinar

ABA *abbreviation* American Bankers Association

abandonment /ə'bændənmənt/ *noun* an act of giving up voluntarily something that you own, such as an option or the right to a property

abatement /ə'beɪtmənt/ *noun* an act of reducing

ABA transit number /,eɪ bi: eɪ 'trænzɪt ,nʌmbə/ *noun* a number allocated to an American financial institution, such as a bank (NOTE: The number appears on US cheques in the top right-hand corner, above the 'check routing symbol'.)

ABI *abbreviation* Association of British Insurers

above par /ə,bʌv 'pɑ: / *adjective* referring to a share with a market price higher than its par value

above the line /ə,bʌv ðə 'laɪn/ *adjective, adverb* **1.** COMPANIES forming part of normal income and expenditure before tax ○ *Exceptional items are noted above the line in company accounts.* **2.** relating to revenue items in a

government budget **3.** ADVERTISING relating to advertising for which payment is made (such as an ad in a magazine or a stand at a trade fair) and for which a commission is paid to an advertising agency. Compare **below the line**

absolute /'æbsəlu:t/ *adjective* complete or total

absolute monopoly /,æbsəlu:t mə-'nɒpəli/ *noun* a situation where only one producer produces or only one supplier supplies something ○ *The company has an absolute monopoly of imports of French wine.* ○ *The supplier's absolute monopoly of the product meant that customers had to accept his terms.*

absolute title /,æbsəlu:t 'taɪt(ə)l/ *noun* a form of ownership of a piece of land in which the owner's right is guaranteed by being registered with the Land Registry (NOTE: Absolute title also exists to leasehold land, giving the proprietor a guaranteed valid lease.)

absorb /əb'zɔ:b/ *verb* to take in a small item so that it forms part of a larger one □ **overheads have absorbed all our profits** all our profits have gone in paying overhead expenses □ **to absorb a loss by a subsidiary** to include a subsidiary company's loss in the group accounts □ **a business which has been absorbed by a competitor** a small business which has been made part of a larger one

absorption /əb'zɔ:pʃən/ *noun* the process of making a smaller business part of a larger one, so that the smaller company in effect no longer exists

absorption costing /əb'zɔ:pʃən ,kɒstɪŋ/ *noun* a form of costing for a product that includes both the direct costs of production and the indirect overhead costs as well

absorption rate /əb'zɔ:pʃən reɪt/ *noun* a rate at which overhead costs are absorbed into each unit of production

abstract /'æbstrækt/ *noun* a short form of a report or document ○ *to make an abstract of the company accounts*

a/c, acc *abbreviation* account

accelerate /ək'seləreɪt/ *verb* **1.** to make something go faster **2.** to reduce the amount of time before a maturity date

accelerated depreciation /ək'seləreɪtɪd dɪpri:'fɪɪʃ(ə)n/ *noun* a system of depreciation which reduces the value of assets at a high rate in the early years to encourage companies, as a result of tax advantages, to invest in new equipment

COMMENT: This applied in the UK until 1984; until then companies could depreciate new equipment at 100% in the first year of purchase.

acceleration /ək'selə'reɪʃ(ə)n/ *noun* the act of making an unpaid balance or bond repayment become payable immediately

accept /ək'sept/ *verb* **1.** to take something which is being offered □ **to accept delivery of a shipment** to take goods into the warehouse officially when they are delivered **2.** to say 'yes' or to agree to something ○ *She accepted the offer of a job in Australia.* ○ *He accepted £2000 in lieu of notice.* ○ *60% of shareholders have accepted the offer.*

acceptable /ək'septəb(ə)l/ *adjective* which can be accepted ○ *Both parties found the offer acceptable.* ○ *The terms of the contract of employment are not acceptable to the candidate.* ○ *The offer is not acceptable to the shareholders.*

acceptance /ək'septəns/ *noun* **1.** the act of signing a bill of exchange to show that you agree to pay it □ **to present a bill for acceptance** to present a bill for payment by the person who has accepted it **2.** □ **acceptance of an offer** the act of agreeing to an offer □ **to give an offer a conditional acceptance** to accept an offer provided that specific things happen or that specific terms apply □ **we have their letter of acceptance** we have received a letter from them accepting the offer **3.** a bill which has been accepted **4.** the act of accepting

an offer of new shares for which you have applied

acceptance credit /ək'septəns 'kredit/ *noun* an arrangement of credit from a bank, where the bank accepts bills of exchange drawn on the bank by the debtor: the bank then discounts the bills and is responsible for paying them when they mature; the debtor owes the bank for the bills but these are covered by letters of credit

acceptance sampling /ək'septəns 'sɑ:mplɪŋ/ *noun* the process of testing a small sample of a batch to see if the whole batch is good enough to be accepted

accepting house /ək'septɪŋ 'haus/, **acceptance house** /ək'septəns 'haus/ *noun* a firm (usually a merchant bank) which accepts bills of exchange (i.e. promises to pay them) at a discount, in return for immediate payment to the issuer, in this case the Bank of England

Accepting Houses Committee /ək'septɪŋ 'haʊzɪz kə'mɪti/ *noun* the main London merchant banks, which organise the lending of money with the Bank of England. They receive slightly better discount rates from the Bank.

acceptor /ək'septə/ *noun* a person who accepts a bill of exchange by signing it, thus making a commitment to pay it by a specified date

access /'ækses/ *noun* □ **to have access to something** to be able to obtain or reach something ○ *She has access to large amounts of venture capital.* ■ *verb* to call up data which is stored in a computer ○ *She accessed the address file on the computer.*

Access /'ækses/ a credit card system formerly operated by some British banks, part of the MasterCard network

access fee /'ækses fi:/ *noun* a fee charged to bank customers for using on-line services

access time /'ækses taɪm/ *noun* the time taken by a computer to find data stored in it

accident insurance /,æksɪd(ə)nt ɪn'ʃʊərəns/ *noun* insurance which will pay the insured person when an accident takes place

accident policy /,æksɪd(ə)nt 'pɒlɪsi/ *noun* an insurance contract

which provides a person with accident insurance

accommodation /ə,kɒmə'deɪʃ(ə)n/ *noun* **1.** money lent for a short time **2.** □ **to reach an accommodation with creditors** to agree terms for settlement with creditors

accommodation address /ə-,kɒmə'deɪʃ(ə)n ə,dres/ *noun* an address used for receiving messages, but which is not the real address of the company

accommodation bill /ə,kɒmə'deɪʃ(ə)n ,bɪl/ *noun* a bill of exchange where the person signing (the 'drawee') is helping another company (the 'drawer') to raise a loan

accordance /ə'kɔ:dns/ *noun* □ **in accordance with** in agreement or conformity with, as a result of what someone has said should be done ○ *In accordance with your instructions we have deposited the money in your current account.* ○ *I am submitting the claim for damages in accordance with the advice of our legal advisers.*

accord and satisfaction /ə,kɔ:d ən sətɪs'fækʃən/ *noun* the payment by a debtor of (part of) a debt

accordingly /ə'kɔ:dɪŋli/ *adverb* in agreement with what has been decided ○ *We have received your letter and have altered the contract accordingly.*

according to /ə'kɔ:dɪŋ tu:/ *preposition* **1.** in accordance with ○ *The computer was installed according to the manufacturer's instructions.* ○ *The shares were bought according to written instructions from the client.* **2.** as stated or shown by someone

*...the budget targets for employment and growth are within reach according to the latest figures' [Australian Financial Review]

account /ə'kaʊnt/ *noun* **1.** a record of financial transactions over a period of time, such as money paid, received, borrowed or owed ○ *Please send me your account or a detailed or an itemised account.* **2.** (in a shop) an arrangement which a customer has to buy goods and pay for them at a later date, usually the end of the month ○ *to have an account or a charge account or a credit account with Harrods* ○ *Put it on my account or charge it to my account.* ○ *They are one of our largest accounts.* □ **to open an**

account (of a customer) to ask a shop to supply goods which you will pay for at a later date □ **to open an account, to close an account (of a shop)** to start or to stop supplying a customer on credit □ **to settle an account** to pay all the money owed on an account □ **to stop an account** to stop supplying a customer until payment has been made for goods supplied **3.** □ **on account** as part of a total bill □ **to pay money on account** to pay to settle part of a bill □ **advance on account** money paid as a part payment **4.** a customer who does a large amount of business with a firm and has an account with it ○ *Smith Brothers is one of our largest accounts.* ○ *Our sales people call on their best accounts twice a month.* **5.** □ **to keep the accounts** to write each sum of money in the account book ○ *The bookkeeper's job is to enter all the money received in the accounts.* **6.** STOCK EXCHANGE a period during which shares are traded for credit, and at the end of which the shares bought must be paid for (NOTE: On the London Stock Exchange, there are twenty-four accounts during the year, each running usually for ten working days.) **7.** notice □ **to take account of inflation, to take inflation into account** to assume that there will be a specific percentage of inflation when making calculations ■ **verb** □ **to account for** to explain and record a money transaction ○ *to account for a loss or a discrepancy* ○ *The reps have to account for all their expenses to the sales manager.*

account aggregation /ə'kaʊnt ægre,geɪʃ(ə)n/ *noun* a service for on-line banking customers, which allows them to group various accounts, including credit card accounts, together

accountancy /ə'kaʊntənsi/ *noun* the work of an accountant ○ *They are studying accountancy or They are accountancy students.* (NOTE: The US term is **accounting** in this meaning.)

accountant /ə'kaʊntənt/ *noun* a person who keeps a company's accounts or deals with an individual person's tax affairs ○ *The chief accountant of a manufacturing group.* ○ *The accountant has shown that there is a sharp variance in our labour costs.* ○ *I send all my income tax queries to my accountant.*

accountant's opinion /ə-,
ˌkaʊntənts əˈpɪnjən/ *noun* a report of
the audit of a company's books, carried
out by a certified public accountant

account book /əˈkaʊnt bʊk/ *noun* a
book with printed columns which is
used to record sales and purchases

account day /əˈkaʊnt deɪ/ *noun* a
day on which shares which have been
bought must be paid for (usually a Mon-
day ten days after the end of an ac-
count). Also called **settlement day**

account end /əˈkaʊnt end/ *noun* the
end of an accounting period

account executive /əˈkaʊnt ɪg-
ˌzekjʊtɪv/ *noun* 1. an employee who
looks after customers or who is the link
between customers and the company 2.
an employee of an organisation such
as a bank, public relations firm or
advertising agency who is responsible
for looking after particular clients and
handling their business with the
organisation

accounting /əˈkaʊntɪŋ/ *noun* the
work of recording money paid, re-
ceived, borrowed or owed ○ *accounting*
methods ○ *accounting procedures* ○ *an*
accounting machine ○ *The auditors*
have introduced a new accounting
system.

'...applicants will be professionally qualified
and have a degree in Commerce or Accounting'
[*Australian Financial Review*]

accounting period /əˈkaʊntɪŋ
ˌpɪəriəd/ *noun* a period of time at the
end of which the firm's accounts are
made up

Accounting Standards Board /ə-
ˌkaʊntɪŋ ˈstændədɪz bɔːd/ *noun* a
committee set up by British accounting
institutions to monitor methods used in
accounting

account number /əˈkaʊnt ˌnʌmbə/
noun a special number given to an
account, either a bank account (in which
case it appears on cheques) or a cus-
tomer account

account reconciliation /əˌkaʊnt
ˌrekənˈsaɪlmənt/ *noun* same as **bank**
reconciliation

accounts department /əˈkaʊnts
dɪˌpɑːtmənt/ *noun* a department in a
company which deals with money paid,
received, borrowed or owed

accounts manager /əˈkaʊnts
ˌmænɪdʒə/ *noun* the manager of an ac-
counts department

accounts payable /əˌkaʊnts
ˈpeɪəb(ə)l/ *noun* money owed by a
company

accounts receivable /əˌkaʊnts rɪ-
ˈsiːvəb(ə)l/ *noun* money owed to a
company

account statement /əˈkaʊnt
ˌsteɪtmənt/ *noun* a written document
from a bank showing the balance of an
account at the end of a period

account trading /əˈkaʊnt ˌtreɪdɪŋ/
noun buying shares and selling the same
shares during an account, which means
that the dealer has only to pay the differ-
ence between the price of the shares
bought and the price obtained for them
when they are sold

accrete /əˈkriːt/ *verb* to have some-
thing added to it, especially (of a fund)
to have interest added to it

accretion /əˈkriːʃ(ə)n/ *noun* the pro-
cess of adding interest to a fund over a
period of time

accrual /əˈkruːəl/ *noun* 1. the act of
noting financial transactions when they
take place, and not when payment is
made 2. a gradual increase by addition □
accrual of interest the automatic addi-
tion of interest to capital

accruals basis /əˈkruːəlz ˌbeɪsɪs/
accruals concept /əˈkruːəlz
ˌkɒnsɛpt/ *noun* a method of preparing
accounts in which revenues and costs
are both reported during the period to
which they refer and not during the pe-
riod when payments are received or
made

accrue /əˈkruː/ *verb* to increase and
be due for payment at a later date ○ *In-*
terest accrues from the beginning of the
month.

accrued dividend /əˌkruːd ˌdrɪvɪ-
ˈdend/ *noun* a dividend earned since the
last dividend was paid

accrued interest /əˌkruːd ˈɪntrəst/
noun interest which has been earned by
an interest-bearing investment ○ *Ac-*
crued interest is added quarterly.

acct *abbreviation* account

accumulate /əˈkjuːmjəleɪt/ *verb* to
grow in quantity by being added to, or to
get more of something over a period of

time ○ *We allow dividends to accumulate in the fund.*

accumulated depreciation /əˌkjuːmjʊleɪtɪd dɪˈprɪːʃiːl(ə)n/ *noun* the total amount by which an asset has been depreciated since it was purchased

accumulated profit /əˌkjuːmjʊleɪtɪd ˈprɒfɪt/ *noun* a profit which is not paid as dividend but is taken over into the accounts of the following year

accumulated reserves /əˌkjuːmjʊleɪtɪd rɪˈzɜːvz/ *plural noun* reserves which a company has put aside over a period of years

accumulation /əˌkjuːmjʊˈleɪʃ(ə)n/ *noun* the process of growing larger by being added to, or of getting more and more of something

accumulation unit /əˌkjuːmjʊˈleɪʃ(ə)n ˌjuːnɪt/ *noun* a type of unit in a unit trust, which produces dividends which are used to form more units (as opposed to an income unit, which produces dividends which the investor receives as income)

ACD *abbreviation* authorized corporate director

ACH *abbreviation* US automated clearing house

achieve /əˈtʃiːv/ *verb* to succeed in doing something, to do something successfully ○ *The company has achieved great success in the Far East.* ○ *We achieved all our objectives in 2001.*

‘...the company expects to move to profits of Ffr 2m next year and achieve equally rapid growth in following years’ [*Financial Times*]

acid test ratio /ˈæsɪd ˈtest ˈreɪʃiəʊ/ *noun* same as **liquidity ratio**

ACP state *noun* an African, Caribbean and Pacific state which is linked to the European Community through the Lomé Convention (1985)

acquire /əˈkwærə/ *verb* to buy ○ *to acquire a company* ○ *We have acquired a new office building in the centre of town.*

acquirer /əˈkwærə/ *noun* a person or company which buys something

acquisition /ˌækwiˈzɪʃ(ə)n/ *noun* something bought ○ *The chocolate factory is our latest acquisition.* ○ *The company has a record of making profit-*

able acquisitions of traders in the retail sector.

acquisition accounting /ˌækwiˈzɪʃ(ə)n əˌkaʊntɪŋ/ *noun* a full consolidation, where the assets of a subsidiary company which has been purchased are included in the parent company's balance sheet, and the premium paid for the goodwill is written off against the year's earnings

across-the-board /əˌkrɒs ðə ˈbɔːd/ *adjective* applying to everything or everyone ○ *an across-the-board price increase* or *wage increase*

across-the-board tariff increase /əˌkrɒs ðiː bɔːd ˈtærɪf ˌɪnkrɪs/ *noun* an increase in duty which applies to a whole range of items

act /ækt/ *noun* a law passed by parliament which must be obeyed by the people ■ *verb* **1.** to work ○ *He has agreed to act as an agent for an American company.* ○ *The solicitor is acting for us or on our behalf.* **2.** to do something ○ *The board will have to act quickly if the company's losses are going to be reduced.* □ **to act on something** to do what you have been asked to do by someone ○ *to act on a letter* ○ *The lawyers are acting on our instructions.*

ACT *abbreviation* Advance Corporation Tax

action /ˈækʃən/ *noun* **1.** a thing which has been done □ **to take action** to do something ○ *You must take action if you want to stop people cheating you.* **2.** □ **to take industrial action** to do something (usually to go on strike) to show that you are not happy with conditions at work **3.** a case in a law court where a person or company sues another person or company □ **to take legal action** to sue someone ○ *an action for libel* or *a libel action* ○ *an action for damages* ○ *She brought an action for wrongful dismissal against her former employer.*

active /ˈæktɪv/ *adjective* involving many transactions or activities ○ *an active demand for oil shares* ○ *an active day on the Stock Exchange* ○ *Computer shares are very active.*

active account /ˌæktɪv əˌkaʊnt/ *noun* an account, such as a bank account or investment account, which is used (i.e. money is deposited and withdrawn) frequently

active partner /ˌæktɪv 'pɑːtnə/ *noun* a partner who works in a company that is a partnership

activity /æk'tɪvɪti/ *noun* the fact of being active or busy ○ *a low level of business activity* ○ *There was a lot of activity on the Stock Exchange.* □ **monthly activity report** a report by a department on what has been done during the past month

'...preliminary indications of the level of business investment and activity during the March quarter will provide a good picture of economic activity in the year'
[*Australian Financial Review*]

activity chart /æk'tɪvɪti tʃɑːt/ *noun* a plan showing work which has been done, made so that it can be compared to a previous plan showing how much work should be done

act of God /ˌækt əv 'ɡɒd/ *noun* something you do not expect to happen, and which cannot be avoided, such as a storm or a flood (NOTE: Acts of God are not usually covered by insurance policies.)

actual *adjective* /'æktʃuəl/ real or correct ○ *What is the actual cost of one unit?* ○ *The actual figures for directors' expenses are not shown to the shareholders.* ■ *noun* a physical commodity which is ready for delivery (as opposed to futures)

actual price /ˌæktʃuəl 'praɪs/ *noun* a price for a commodity which is for immediate delivery

actuals /'æktʃuəlz/ *plural noun* real figures ○ *These figures are the actuals for last year.*

actuarial /ˌæktʃu'eəriəl/ *adjective* calculated by an actuary ○ *The premiums are worked out according to actuarial calculations.*

actuarial tables /ˌæktʃu,eəriəl 'teɪb(ə)lz/ *noun* lists showing how long people of certain ages are likely to live, used to calculate life assurance premiums and annuities

actuary /'æktʃuəri/ *noun* a person employed by an insurance company or other organisation to calculate the risk involved in an insurance, and therefore the premiums payable by people taking out insurance

COMMENT: In the UK, actuaries are qualified after passing the examinations of the Institute of Actuaries.

ACU *abbreviation* Asian Currency Unit

adaptable /ə'dæptəb(ə)l/ *adjective* able to change or be changed

adaptation /ˌædæp'teɪʃ(ə)n/ *noun* the process of changing something, or of being changed, to fit new conditions ○ *adaptation to new surroundings*

ADB *abbreviation* 1. African Development Bank 2. Asian Development Bank

add /æd/ *verb* to put figures together to make a total ○ *If you add the interest to the capital you will get quite a large sum.* ○ *Interest is added monthly.*

added value /ˌædɪd 'væljuː/ *noun* an amount added to the value of a product or service, equal to the difference between its cost and the amount received when it is sold. Wages, taxes, etc. are deducted from the added value to give the profit. ▶ **Value Added Tax**

adding machine /'ædɪŋ məʃiːn/ *noun* a machine which adds numbers

addition /ə'dɪʃ(ə)n/ *noun* an act of putting numbers together ○ *You don't need a calculator to do simple addition.*

additional /ə'dɪʃ(ə)nəl/ *adjective* extra which is added ○ *additional costs* ○ *They sent us a list of additional charges.* ○ *Some additional clauses were added to the contract.* ○ *Additional duty will have to be paid.*

additional borrowing /ə-,dɪʃ(ə)n(ə)l 'bɒrəʊɪŋ/ *noun* extra borrowing in addition to money already borrowed

additional premium /ə,dɪʃ(ə)nəl 'prɪmiəm/ *noun* a payment made to cover extra items in an existing insurance

additional voluntary contributions /ə,dɪʃ(ə)n(ə)l ,vɒlənt(ə)ri kɒntrɪ'bjuːʃ(ə)nz/ *plural noun* extra payments made voluntarily by an employee to a pension scheme (on top of the normal contributions, up to a maximum of 15% of gross earnings). Abbreviation **AVCs**

address /ə'dres/ *noun* the details of number, street and town where an office is located or a person lives ○ *My business address and phone number are printed on the card.* ■ *verb* 1. to write

the details of an address on an envelope or package ○ *a letter addressed to the managing director* ○ *an incorrectly addressed package* ○ *Please address your enquiries to the manager.* **2.** to say something to someone ○ *The chairman addressed the meeting.*

addressee /æd'resɪ/ *noun* a person to whom a letter or package is addressed

addressing machine /ə'dresɪŋ mə'ʃi:n/ *noun* a machine which puts addresses on envelopes automatically

address list /ə'dres lɪst/ *noun* a list of names and addresses of people and companies

add up /,æd 'ʌp/ *verb* **1.** to put several figures together to make a total ○ *He made a mistake in adding up the column of figures.* □ **the figures do not add up** the total given is not correct **2.** to make sense ○ *The complaints in the letter just do not add up.*

add up to /,æd 'ʌp tu/ *verb* to make a total of ○ *The total expenditure adds up to more than £1,000.*

adequacy /'ædɪkwəsi/ *noun* the fact of being large enough or good enough for something

adequate /'ædɪkwət/ *adjective* large or good enough □ **to operate without adequate cover** to act without being completely protected by insurance

adjudicate /ə'dʒu:dɪkeɪt/ *verb* to give a judgement between two parties in law or to decide a legal problem ○ *to adjudicate a claim* ○ *to adjudicate in a dispute* □ **he was adjudicated bankrupt** he was declared legally bankrupt

adjudication /ə'dʒu:dɪkeɪʃ(ə)n/ *noun* the act of giving a judgement or of deciding a legal problem

adjudication of bankruptcy /ə'dʒu:dɪkeɪʃ(ə)n əv 'bæŋkrʌptsi/ *noun* a legal order making someone bankrupt

adjudication tribunal /ə'dʒu:dɪ'keɪʃ(ə)n trɪ'bju:n(ə)l/ *noun* a group which adjudicates in industrial disputes

adjudicator /ə'dʒu:dɪkeɪtə/ *noun* a person who gives a decision on a problem ○ *an adjudicator in an industrial dispute*

adjust /ə'dʒʌst/ *verb* to change something to fit new conditions ○ *Prices are adjusted for inflation.*

'...inflation-adjusted GNP moved up at a 1.3% annual rate' [*Fortune*]

'Saudi Arabia will no longer adjust its production to match short-term supply with demand' [*Economist*]

'...on a seasonally-adjusted basis, output of trucks, electric power, steel and paper decreased' [*Business Week*]

adjustable /ə'dʒʌstəb(ə)l/ *adjective* which can be adjusted

adjustable peg /ə'dʒʌstəb(ə)l peg/ *noun* a method of pegging one currency to another, which allows the exchange rate to be adjusted from time to time

adjustable rate mortgage /ə'dʒʌstəb(ə)l reɪt 'mɔ:ɡɪdʒ/ *noun* a mortgage where the interest rate changes according to the current market rates. Abbreviation **ARM**

adjustable rate preferred stock /ə'dʒʌstəb(ə)l reɪt prɪ'fɜ:d 'stɒk/ *noun* a preference shares on which dividends are paid in line with the interest rate on Treasury bills. Abbreviation **ARPS**

adjusted balance /ə'dʒʌstɪd 'bæləns/ *noun* a balance in a bank account which is adjusted to take account of debits and credits during a period. This balance can then be used as a basis for calculating bank charges.

adjusted gross income /ə'dʒʌstɪd grəʊs 'ɪŋkʌm/ *noun* US a person's total annual income less expenses, pension contributions, capital losses, etc., used as a basis to calculate federal income tax. Abbreviation **AGI**

adjuster /ə'dʒʌstə/ *noun* a person who calculates losses for an insurance company

adjustment /ə'dʒʌstmənt/ *noun* **1.** the act of adjusting ○ *to make an adjustment to salaries* ○ *an adjustment of prices to take account of rising costs* **2.** a slight change ○ *Details of tax adjustments are set out in the enclosed document.* **3.** an entry in accounts which does not represent a receipt or payment, but which is made to make the accounts correct **4.** a change in the exchange rates, made to correct a balance of payment deficit

adjustment credit /ə'dʒʌstmənt 'kredit/ *noun* a short-term loan from the Federal Reserve to a commercial bank

adjustment trigger /ə'dʒʌstmənt ,trɪɡə/ *noun* a factor such as a certain level of inflation which triggers an adjustment in exchange rates

adjustor /ə'dʒʌstə/ *noun* same as **adjuster**

administer /əd'mɪnɪstə/ *verb* to organise, manage or direct the whole of an organisation or part of one ○ *She administers a large pension fund.* ○ *It will be the HR manager's job to administer the induction programme.*

administered price /əd'mɪnɪstəd praɪs/ *noun* *US* a price fixed by a manufacturer which cannot be varied by a retailer (NOTE: The UK term is **resale price maintenance**.)

administration /əd,mɪnɪ'streɪf(ə)n/ *noun* **1.** the action of organising, controlling or managing a company **2.** a person or group of people who manage or direct an organisation ○ *It is up to the administration to solve the problem, not the government.* **3.** an appointment by a court of a person to manage the affairs of a company

administration costs /əd,mɪnɪ'streɪf(ə)n ,kɒsts/, **administration expenses** /əd,mɪnɪ'streɪf(ə)n ɪk-,spensɪz/ *plural noun* the costs of management, not including production, marketing or distribution costs

administration order /əd,mɪnɪ'streɪf(ə)n ɔ:ɔ:də/ *noun* **1.** an order by a court, by which a debtor repays his debts in instalments **2.** an order by a court to appoint an administrator for a company

administrative receiver /əd-,mɪnɪstrətɪv rɪ'sɪvə/ *noun* a person appointed by a court to administer the affairs of a company

administrator /əd'mɪnɪstreɪtə/ *noun* **1.** a person who directs the work of other employees in a business ○ *After several years as a college teacher, she hopes to become an administrator.* **2.** a person appointed by a court to manage the affairs of someone who dies without leaving a will

admission charge /əd'mɪʃ(ə)n tʃɑ:dʒ/ *noun* the price to be paid before going into an area or building, e.g. to see an exhibition

ADR *abbreviation* American Depository Receipt

ad valorem /əd və'lɔ:rəm/ *adjective* from a Latin phrase meaning 'according to value', showing that a tax is calculated according to the value of the goods taxed ○ *ad valorem duty* ○ *ad valorem tax*

COMMENT: Most taxes are 'ad valorem'. For example VAT is calculated as a percentage of the charge made, and income tax is a percentage of income earned.

ad valorem duty /,əd və'lɔ:rəm ,dʒu:ti/ *noun* the duty calculated on the sales value of the goods

ad valorem tax /,əd və'lɔ:rəm tæks/ *noun* tax calculated according to the value of the goods taxed

advance /əd'vɑ:ns/ *noun* **1.** money paid as a loan or as a part of a payment to be made later ○ *She asked if she could have a cash advance.* ○ *We paid her an advance on account.* **2.** an increase **3.** □ **in advance** early, before something happens ○ *freight payable in advance* ○ *prices fixed in advance* ■ **adjective** early, or taking place before something else happens ○ *advance payment* ○ *Advance holiday bookings are up on last year.* ○ *You must give seven days' advance notice of withdrawals from the account.* ■ **verb** **1.** to lend ○ *The bank advanced him £100,000 against the security of his house.* **2.** to increase ○ *Prices generally advanced on the stock market.* **3.** to make something happen earlier ○ *The date of the AGM has been advanced to May 10th.* ○ *The meeting with the German distributors has been advanced from 11.00 to 09.30.*

Advance Corporation Tax /əd-,vɑ:ns ,kɔ:pə'reɪf(ə)n tæks/ *noun* a tax (abolished in 1999) which was paid by a company in advance of its main corporation tax payments. It was paid when dividends were paid to shareholders and was deducted from the main tax payment when that fell due. It appeared on the tax voucher attached to a dividend warrant. Abbreviation **ACT**

adverse /'ædvɜ:s/ *adjective* unfavourable □ **adverse balance of trade** a situation in which a country imports more than it exports □ **adverse trading conditions** bad conditions for trade

adverse action /,ædvɜ:s 'ækʃən/ *noun* a decision which has unfavourable consequences for employees ○ *The new*

bonus system was considered adverse action by underachievers in the organisation.

advertising agency /'ædvətəɪzɪŋ ,eɪdʒənsi/ *noun* an office which plans, designs and manages advertising for other companies

advertising budget /'ædvətəɪzɪŋ ,bʌdʒɪt/ *noun* money planned for spending on advertising ○ *Our advertising budget has been increased.*

advice /əd'vaɪs/ *noun* an opinion as to what action to take ○ *The accountant's advice was to send the documents to the police.* □ **to take legal advice** to ask a lawyer to say what should be done ◇ **as per advice 1.** according to what is written on the advice note **2.** advising that a bill of exchange has been drawn

advise /əd'vaɪz/ *verb* **1.** to tell someone what has happened ○ *We have been advised that the shipment will arrive next week.* **2.** to suggest to someone what should be done ○ *The lawyer advised us to send the documents to the police.*

advise against /əd'vaɪz ə'genst/ *verb* to suggest that something should not be done ○ *The HR manager advised against dismissing the staff without notice.*

adviser /əd'vaɪzə/, **advisor** *noun* a person who suggests what should be done ○ *He is consulting the company's legal adviser.*

advisory /əd'vaɪz(ə)ri/ *adjective* as an adviser ○ *He is acting in an advisory capacity.*

advisory board /əd'vaɪz(ə)ri bɔ:d/ *noun* a group of advisors

advisory funds /əd'vaɪz(ə)ri fʌndz/ *plural noun* funds placed with a financial institution to invest on behalf of a client, the institution investing them at its own discretion

AER *abbreviation* Annual Equivalent Rate

AEX *abbreviation* Amsterdam Stock Exchange

AFBD *abbreviation* Association of Futures Brokers and Dealers

Affärsvärlden General Index *noun* an index of prices on the Stockholm Stock Exchange

affect /ə'fekt/ *verb* to cause some change in something, especially to have a bad effect on something ○ *The new government regulations do not affect us.*

affiliate /ə'fɪliət/ *noun* a company which partly owns another company, or is partly owned by the same holding company as another

affiliated /ə'fɪliətiəd/ *adjective* connected with or owned by another company ○ *Smiths Ltd is one of our affiliated companies.*

affinity card /ə'fɪnɪti kɑ:d/ *noun* a credit card where a percentage of each purchase made is given by the credit card company to a stated charity

affluent /ə'fluənt/ *adjective* rich ○ *Our more affluent clients prefer the luxury model.* □ **the affluent** rich people □ **the mass affluent** people with more than £50,000 in liquid assets

affluent society /ə'fluənt sə'saɪəti/ *noun* a type of society where most people are rich

afford /ə'fɔ:d/ *verb* to be able to pay for or buy something ○ *We could not afford the cost of two telephones.* ○ *The company cannot afford the time to train new staff.* (NOTE: Only used after **can**, **cannot**, **could**, **could not**, **able to**)

afghani /æf'gɑ:ni/ a unit of currency used in Afghanistan

African Development Bank /'æfrɪkən dɪ'veləpmənt/ *noun* a bank set up by African countries to provide long-term loans to help agricultural development and improvement of the infrastructure. Abbreviation **ADB** (NOTE: The bank now has non-African members.)

afterdate /'ɑ:ftədəɪt/ *noun* a bill of exchange payable at a date later than that on the bill

aftermarket /'ɑ:ftəmə:kɪt/ *noun* a market in new shares, which starts immediately after trading in the shares begins (i.e. a secondary market)

after tax /,ɑ:ftə 'tæks/ *adverb* after tax has been paid

after-tax profit /,ɑ:ftə 'tæks ,prɒfɪt/ *noun* profit after tax has been deducted

AG *abbreviation* Aktiengesellschaft

against /ə'genst/ *preposition* **1.** in view of the fact that something else is owed or has been pledged ○ *Can I have*

an advance against next month's salary? ○ *The bank advanced him £10,000 against the security of his house.* **2.** compared with

'...investment can be written off against the marginal rate of tax' [*Investors Chronicle*]

aged debtors analysis /ˈeɪdʒd 'detəʒ əˌnæləsis/ **ageing schedule** /ˈeɪdʒɪŋ 'fedʒu:l/ **noun** a list which analyses a company's debtors, showing the number of days their payments are outstanding

COMMENT: An ageing schedule shows all the debtors of a company and lists (usually in descending order of age) all the debts that are outstanding. The debtors will be shown as: £X at 30 days, £Y at 60 days, £Z at 90 days, etc.

agency /ˈeɪdʒənsi/ **noun** **1.** an office or job of representing another company in an area ○ *They signed an agency agreement or an agency contract.* **2.** an office or business which arranges things for other companies **3. US** a security issued by a government agency, such as a Federal Home Loan Bank

agency bank /ˈeɪdʒənsi bæŋk/ **noun** a bank which does not accept deposits, but acts as an agent for another (usually foreign) bank

agency bill /ˈeɪdʒənsi bɪl/ **noun** a bill of exchange drawn on the local branch of a foreign bank

agency broker /ˈeɪdʒənsi ˌbrəʊkə/ **noun** a dealer who acts as the agent for an investor, buying and selling for a commission

agent /ˈeɪdʒənt/ **noun** **1.** a person who represents a company or another person in an area ○ *to be the agent for BMW cars* **2.** a person in charge of an agency ○ *an advertising agent* ○ *The estate agent sent me a list of properties for sale.* ○ *Our trip was organised through our local travel agent.* **3. □ (business)** **agent** **US** the chief local official of a trade union ○ *Management would only discuss the new payment scheme with agents officially representing the workers.*

agent bank /ˈeɪdʒənt bæŋk/ **noun** a bank which uses the credit card system set up by another bank

agent de change **noun** the French word for **stockbroker**

agente de cambio y bolsa **noun** the Spanish word for **stockbroker**

agente di cambio **noun** the Italian word for **stockbroker**

agent's commission /ˈeɪdʒənts kə'mɪʃ(ə)n/ **noun** money, often a percentage of sales, paid to an agent

aggregate /ˈægrɪɡət/ **adjective** total, with everything added together ○ *aggregate output*

aggregate demand /ˈægrɪɡət dɪ'mɑːnd/ **noun** total demand for goods and services from all sectors of the economy, such as individuals, companies and the government ○ *Economists are studying the recent fall in aggregate demand.* ○ *As incomes have risen, so has aggregate demand.*

aggregate risk /ˈægrɪɡət 'rɪsk/ **noun** the risk which a bank runs in lending to a customer

aggregate supply /ˈægrɪɡət sə'plaɪ/ **noun** all goods and services on the market ○ *Is aggregate supply meeting aggregate demand?*

AGI **abbreviation** **1.** **US** adjusted gross income **2.** annual gross income

agio /ˈædʒɪəʊ/ **noun** **1.** a charge made for changing money of one currency into another, or for changing banknotes into cash **2.** the difference between two values, such as between the interest charged on loans made by a bank and the interest paid by the bank on deposits, or the difference between the values of two currencies, or between a gold coin and paper currency of the same face value

AGM **abbreviation** Annual General Meeting

agree /ə'ɡriː/ **verb** **1.** to decide and approve something together with another person or other people ○ *The figures were agreed between the two parties.* ○ *We have agreed the budgets for next year.* ○ *He has agreed your prices.* ○ *The terms of the contract are still to be agreed.* **2. □ to agree on something** to come to a decision that is acceptable to everyone about something ○ *We all agreed on the need for action.* **3. □ to agree to something** to say that you accept something that is suggested ○ *After some discussion he agreed to our plan.* **□ to agree to do something** to say that you will do something ○ *She agreed to*

be chairman. ○ Will the finance director agree to resign?

agreed /ə'gri:d/ *adjective* which has been accepted by everyone ○ We pay an agreed amount each month. ○ The agreed terms of employment are laid down in the contract.

agreed price /ə'gri:d praɪs/ *noun* a price which has been accepted by both the buyer and seller

agreed takeover bid /ə'gri:d 'teɪkəʊvə bɪd/ *noun* a takeover bid which is accepted by the target company and recommended by its directors to its shareholders

agreement /ə'gri:mənt/ *noun* a spoken or written contract between people or groups which explains how they will act ○ a written agreement ○ an unwritten or verbal agreement ○ to draw up or to draft an agreement ○ to break an agreement ○ to sign an agreement ○ to reach an agreement or to come to an agreement on something ○ a collective wage agreement

'...after three days of tough negotiations the company has reached agreement with its 1,200 unionized workers' [Toronto Star]

agreement among underwriters /ə'gri:mənt ə'mʌŋ 'ʌndərwaɪtəz/ *noun* a document which forms a syndicate of underwriters, linking them to the issuer of a new share issue

agree with /ə'gri: wɪð/ *verb* **1.** to say that your opinions are the same as someone else's ○ I agree with the chairman that the figures are lower than normal. **2.** to be the same as ○ The auditors' figures do not agree with those of the accounts department.

AICPA *abbreviation* American Institute of Certified Public Accountants

AIM *abbreviation* alternative investment market

AIMA *abbreviation* Alternative Investment Management Association

air carrier /'eə 'kæriə/ *noun* a company which sends cargo or passengers by air

air forwarding /'eə 'fɔ: wədɪŋ/ *noun* the process of arranging for goods to be shipped by air

air freight /'eə freɪt/ *noun* the transportation of goods in aircraft, or goods

sent by air ○ to send a shipment by air freight ○ Air freight tariffs are rising.

air freight charges /'eə freɪt 'tʃɑ: dʒɪz/, **air freight rates** /'eə freɪt reɪts/ *plural noun* money charged for sending goods by air

airmail /'eəmeɪl/ *noun* a postal service which sends letters or parcels by air ○ to send a package by airmail ○ Airmail charges have risen by 15%. ■ *verb* to send letters or parcels by air ○ We airmailed the document to New York.

airmail envelope /'eəmeɪl ,envələʊp/ *noun* a very light envelope for sending airmail letters

airmail sticker /'eəmeɪl 'stɪkə/ *noun* a blue sticker with the words 'air mail', which can be stuck on an envelope or parcel to show that it is being sent by air

airmail transfer /'eəmeɪl 'trænsfɜ:/ *noun* an act of sending money from one bank to another by airmail

airport tax /'eəpɔ:t tæks/ *noun* a tax added to the price of an air ticket to cover the cost of running an airport

Aktie *noun* the German word for share

Aktiengesellschaft *noun* the German word for public limited company. Abbreviation **AG**

alien corporation /'eɪlɪən 'kɔ:pə-'reɪʃ(ə)n/ *noun* US a company which is incorporated in a foreign country

all-in policy /,ɔ:l ɪn 'pɒləsi/ *noun* an insurance policy which covers all risks

all-in rate /,ɔ:l ɪn 'reɪt/ *noun* **1.** a price which covers all the costs connected with a purchase, such as delivery, tax and insurance, as well as the cost of the goods themselves **2.** a wage which includes all extra payments, such as bonuses and merit pay

allocate /'æləkert/ *verb* **1.** to provide a particular amount from a total sum of money for a particular purpose ○ We allocate 10% of revenue to publicity. ○ \$2,500 was allocated to office furniture. **2.** to divide something in various ways and share it out ○ How are we going to allocate the available office space?

allocation /'ælə'keɪʃ(ə)n/ *noun* the process of providing sums of money for particular purposes, or a sum provided for a purpose ○ the allocation of funds to a project

allocation rate /ˌæləˈkeɪʃ(ə)n reɪt/ *noun* the percentage of a payment that is actually invested in a fund after initial charges have been taken into account

allonge /æˈlɒŋz/ *noun* a piece of paper attached to a bill of exchange, so that more endorsements can be written on it

All Ordinaries Index /ɔ:l ˈɔ:dɪ(ə)n(ə)rɪz ˌɪndeks/ *noun* the index of prices on the Australian Stock Exchange. Abbreviation **AO Index, AO**

all or none /ɔ:l ɔ: ˈnʌn/ *noun* a buying order which stipulates that the whole order has to be bought at a certain price and no parts of the order can be executed separately. Abbreviation **AON**

allot /əˈlɒt/ *verb* to share out □ **to allot shares** to give a certain number of shares to people who have applied for them

allotment /əˈlɒtmənt/ *noun* **1.** the process of sharing out something, especially money between various departments, projects or people ○ *The allotment of funds to each project is the responsibility of the finance director.* **2.** the act of giving shares in a new company to people who have applied for them ○ *share allotment* ○ *payment in full on allotment*

allow /əˈlaʊ/ *verb* **1.** to say that someone can do something ○ *Junior members of staff are not allowed to use the chairman's lift.* ○ *The company allows all members of staff to take six days' holiday at Christmas.* **2.** to give ○ *to allow 5% discount to members of staff* **3.** to agree to or accept legally ○ *to allow a claim or an appeal*

allowable /əˈlaʊəb(ə)l/ *adjective* legally accepted

allowable expenses /əˈlaʊəb(ə)l ɪkˈspensɪz/ *plural noun* business expenses which can be claimed against tax

allowance /əˈlaʊəns/ *noun* **1.** money which is given for a special reason ○ *a travel allowance* ○ *a travelling allowance* **2.** part of an income which is not taxed ○ *allowances against tax* ○ *tax allowances* ○ *personal allowances* **3.** money removed in the form of a discount ○ *an allowance for depreciation* ○ *an allowance for exchange loss*

...the compensation plan includes base, incentive and car allowance totalling \$50,000+
[*Globe and Mail (Toronto)*]

allowance for bad debt /əˈlaʊəns fɔː bæd ˈdet/ *noun* provision made in a company's accounts for debts which may never be paid

allow for /əˈlaʊ fɔ:/ *verb* **1.** to give a discount for something, or to add an extra sum to cover something ○ *to allow for money paid in advance* ○ *Add on an extra 10% to allow for postage and packing.* □ **delivery is not allowed for** delivery charges are not included **2.** to include something in your calculations □ **allow 28 days for delivery** calculate that delivery will take up to 28 days

all-risks policy /ɔ:l ˈrɪks ˌpɒlɪsi/ *noun* an insurance policy which covers risks of any kind, with no exclusions

All-Share Index /ɔ:l ˈʃeə ˌɪndeks/ *noun* an index based on the market price of about 700 companies listed on the London Stock Exchange (NOTE: The full name is the **Financial Times Actuaries All-Share Index.**)

alpha /ˈælfə/ *noun* **1.** an anticipated performance of a share, compared to the market in general **2.** a rate of return on a unit trust or mutual fund, compared with typical returns for that category of trust.

♦ **beta**

alphabetical order /ˌælfəbetɪk(ə)l ˈɔ:də/ *noun* the arrangement of records (such as files and index cards) in the order of the letters of the alphabet (A, B, C, D, etc.)

alpha shares /ˈælfə ʃeəz/, **alpha securities** /ˈælfə sɪˌkjʊərɪtɪz/, **alpha stocks** /ˈælfə stɒks/ *plural noun* shares in the main companies listed on the London Stock Exchange (about 130 companies, whose shares are frequently traded, normally in parcels of 1000 shares) (NOTE: Transactions in alpha stocks are listed on SEAQ.)

alternate account /ɔ:lˈtɜ:tɪːnət əˈkaʊnt/ *noun* a bank account where the several signatories can each sign cheques without asking another to validate their signature

alternative /ɔ:lˈtɜ:tɪːnətɪv/ *adjective* other, which can take the place of something □ **to find someone alternative employment** to find someone another job

Alternative Investment Market

/ɔ:l,lɜ:nətv ɪn'vestmənt ˌmɑ:kɪt/ *noun* a London stock market, regulated by the London Stock Exchange, dealing in shares in smaller companies which are not listed on the main London Stock Exchange. Abbreviation **AIM** (NOTE: The **AIM** is a way in which smaller companies can sell shares to the investing public without going to the expense of obtaining a full share listing.)

Alternative Minimum Tax

/ɔ:l,lɜ:nətv ˌmɪnɪmət 'tæks/ *noun* US a federal tax on certain capital gains and other income above normal taxable income. Abbreviation **AMT**

alternative order

/ɔ:l'tɜ:nətv ˌɔ:də/ *noun* an order to do one of two things (such as buy or sell stock at certain prices)

aluminium /ˌæləˈmɪniəm/ *noun* a metal which is frequently traded on commodity exchanges such as the London Metal Exchange (NOTE: The US spelling is **aluminum**.)

a.m. /eɪ 'em/ *adverb* in the morning, before 12 midday ○ *The flight leaves at 9.20 a.m.* ○ *Telephone calls before 6 a.m. are charged at the cheap rate.* (NOTE: The US spelling is **A.M.**)

American Bankers Association

/əˌmɛrɪkən 'bæŋkəz əˌsəʊsiəf(ə)n/ *noun* an association which represents US banks and promotes good practice. Abbreviation **ABA**

American Depositary Receipt

/əˌmɛrɪkən drɪˈpɒzɪtri rɪ'si:t/ *noun* a document issued by an American bank to US citizens, making them unregistered shareholders of companies in foreign countries. The document allows them to receive dividends from their investments, and ADRs can themselves be bought or sold. Abbreviation **ADR**

COMMENT: Buying and selling ADRs is easier for American investors than buying or selling the actual shares themselves, as it avoids stamp duty and can be carried out in dollars without incurring exchange costs.

American Institute of Banking

/əˌmɛrɪkən ɪnˈstɪtju:t əv 'bæŋkɪŋ/ *noun* part of the ABA which organises training for bank staff. Abbreviation **AIB**

American Institute of Certified Public Accountants /əˌmɛrɪkən ɪnˈstɪtju:t əv ˌsɜ:tɪfɪd ˌpʌblɪk əˈkaʊntənts/ *noun* an official organisation representing CPAs. Abbreviation **AICPA**

American Stock Exchange

/əˌmɛrɪkən 'stɒk ɪks,tʃeɪndʒ/ *noun* the smaller of the two Stock Exchanges based in New York (the other is the New York Stock Exchange or NYSE). Abbreviation **Amex** (NOTE: Also called **Curb Exchange** or **Little Board**, as opposed to the **Big Board**, or NYSE.)

Amex /'æmeks/ *abbreviation* American Stock Exchange (informal)

AmEx /'æmeks/ *abbreviation* American Express

amortisable /ˌæmɔ:ˈtaɪzəb(ə)l/ *adjective* which can be amortised ○ *The capital cost is amortisable over a period of ten years.*

amortisation /əˌmɔ:ˈtaɪzɪʃ(ə)n/ *noun* an act of amortising ○ *amortisation of a debt*

amortise /əˌmɔ:ˈtaɪz/ *verb*

1. to repay a loan by regular payments, most of which pay off the interest on the loan at first, and then reduce the principal as the repayment period progresses ○ *The capital cost is amortised over five years.* **2.** to depreciate or to write down the capital value of an asset over a period of time in a company's accounts

amount /əˈmaʊnt/ *noun* a quantity of money ○ *A small amount has been deducted to cover our costs.* ○ *A large amount is still owing.* ○ *What is the amount to be written off?* ○ *She has a small amount invested in gilt-edged stock.* ■ *verb* □ **to amount to** to make a total of ○ *Their debts amount to over £1m.*

amount paid up /əˌmaʊnt peɪd 'ʌp/ *noun* an amount paid for a new issue of shares, either the total payment or the first instalment, if the shares are offered with instalment payments

amount to /əˈmaʊnt tu/ *verb* to make a total of ○ *Their debts amount to over £1m.*

Amsterdam Stock Exchange

/ˌæmstəˈdæm 'stɒk ɪks,tʃeɪndʒ/ *noun* the main stock exchange in the Netherlands. Business is transacted by 'hoekmen' (marketmakers) or directly

between banks on the Amsterdam Interprofessional Market (AIM). Abbreviation **AEX**

analogue computer /ˌænlɒg kəm-
ˈpjʊ:tə/ *noun* a computer which works
on the basis of electrical impulses repre-
senting numbers

analyse /ˈænləɪz/, **analyze** *verb* to
examine someone or something in detail
○ *to analyse a statement of account* ○ *to
analyse the market potential*

analysis /əˈnæləsɪs/ *noun* a detailed
examination and report ○ *a job analysis*
○ *market analysis* ○ *Her job is to pro-
duce a regular sales analysis.* (NOTE:
The plural is **analyses**.)

analyst /ˈænlɪst/ *noun* a person who
analyses ○ *a market analyst* ○ *a systems
analyst*

angel /ˈeɪndʒəl/ *noun* a person who
provides backing for a stage perfor-
mance, such as a play or musical, and
receives a percentage dividend when the
start-up costs have been covered

angel network /ˈeɪndʒəl ˌnetwɜ:k/
noun a network of backers, organised
through a central office which keeps a
database of suitable investors and puts
them in touch with entrepreneurs who
need financial backing

announce /əˈnaʊns/ *verb* to tell
something to the public ○ *to announce
the first year's trading results* ○ *The di-
rector has announced a programme of
investment.*

announcement /əˈnaʊnsmənt/
noun an act of telling something in pub-
lic ○ *the announcement of a cutback in
expenditure* ○ *the announcement of the
appointment of a new managing direc-
tor* ○ *The managing director made an
announcement to the staff.*

annual /ˈænjuəl/ *adjective* for one
year ○ *an annual statement of income* ○
They have six weeks' annual leave. ○
*The company has an annual growth of
5%.* ○ *We get an annual bonus.* □ **on an
annual basis** each year ○ *The figures
are revised on an annual basis.*

‘...real wages have risen at an annual rate of
only 1% in the last two years’ [*Sunday Times*]

‘...the remuneration package will include an
attractive salary, profit sharing and a company
car together with four weeks' annual holiday’
[*Times*]

annual accounts /ˌænjuəl ə-
ˈkaʊnts/ *plural noun* the accounts pre-
pared at the end of a financial year ○
*The annual accounts have been sent to
the shareholders.*

annual depreciation /ˌænjuəl
ˌdɪprɪːʃiːʃ(ə)n/ *noun* a reduction in
the book value of an asset at a particular
rate per year. ♦ **straight line
depreciation**

Annual Equivalent Rate /ˌænjuəl
ɪˌkwɪvələnt ˈreɪt/ *noun* a figure which
shows what the interest rate on an ac-
count would be if interest was paid for a
full year and compounded. Abbreviation
AER

Annual General Meeting /ˌænjuəl
ˌdʒen(ə)rəl ˈmiːtɪŋ/ *noun* an annual
meeting of all shareholders of a com-
pany, when the company's financial sit-
uation is presented by and discussed
with the directors, when the accounts for
the past year are approved and when
dividends are declared and audited. Ab-
breviation **AGM** (NOTE: The US term is
annual meeting or **annual stock-
holders' meeting**.)

annual gross income /ˌænjuəl
grəʊs ˈɪnkʌm/ *noun* total annual in-
come before any deductions or exclu-
sions. Abbreviation **AGI**

annual income /ˌænjuəl ˈɪnkʌm/
noun money received during a calendar
year

annualised /ˌænjuəlaɪzd/, **annual-
ized** *adjective* shown on an annual basis
‘...he believes this may have caused the
economy to grow at an annualized rate of almost
5 per cent in the final quarter of last year’
[*Investors Chronicle*]

annualised percentage rate
/ˌænjuəlaɪzd pəˈsentɪdʒ reɪt/ *noun* a
yearly percentage rate, calculated by
multiplying the monthly rate by twelve
(NOTE: The annualised percentage rate
is not as accurate as the Annual Per-
centage Rate (APR), which includes
fees and other charges.)

annually /ˌænjuəli/ *adverb* each year
○ *The figures are updated annually.*

annual management charge
/ˌænjuəl ˈmænɪdʒmənt tʃɑːdʒ/ *noun* a
charge made by the financial institution
which is managing an account

annual management fee /ˌænjuəl
ˈmænɪdʒmənt fiː/ *noun* an annual

charge made for running a fund, usually calculated as a percentage of the amount invested

Annual Percentage Rate /ˌænjʊəl pə'sentɪdʒ reɪt/ *noun* a rate of interest (such as on a hire-purchase agreement) shown on an annual compound basis, and including fees and charges. Abbreviation **APR**

COMMENT: Because hire purchase agreements quote a flat rate of interest covering the whole amount borrowed or a monthly repayment figure, the Consumer Credit Act, 1974, forces lenders to show the APR on documentation concerning hire purchase agreements, so as to give an accurate figure of the real rate of interest as opposed to the nominal rate. The APR includes various fees charged (such as the valuation of a house for mortgage). It may also vary according to the sum borrowed – a credit card company will quote a lower APR if the borrower's credit limit is low.

annual percentage yield /ˌænjʊəl pə'sentɪdʒ 'jɪld/ *noun* the annual rate of compound interest earned by an account. Abbreviation **APY**

annual report /ˌænjʊəl rɪ'pɔ:t/ *noun* a report of a company's financial situation at the end of a year, sent to all the shareholders

annual rest system /ˌænjʊəl 'rest ,sɪstəm/ *noun* a system by which extra payments or overpayments made to reduce the amount borrowed on a mortgage are credited to the account only once a year

annual return /ˌænjʊəl rɪ'tʃ:n/ *noun* an official report which a registered company has to make each year to the Registrar of Companies

annuitant /ə'nju:ɪtənt/ *noun* a person who receives an annuity

annuity /ə'nju:ɪti/ *noun* money paid each year to a retired person, usually in return for a lump-sum payment. The value of the annuity depends on how long the person lives, as it usually cannot be passed on to another person. Annuities are fixed payments, and lose their value with inflation, whereas a pension can be index-linked. ○ *to buy or to take out an annuity* ○ *He has a government annuity or an annuity from the government.*

COMMENT: When a person retires, he or she is required by law to purchase a 'compulsory purchase annuity' with the funds accumulated in his or her pension fund. This provides a taxable income for the rest of his or her life, but usually it is a fixed income which does not change with inflation.

annuity certain /ə'nju:ɪti 'sɜ:tən/ *noun* an annuity that provides payments for a certain number of years, regardless of life or death of the annuitant

antedate /ˌæntɪ'deɪt/ *verb* to put an earlier date on a document ○ *The invoice was antedated to January 1st.*

anti- /ænti/ *prefix* against

anticipate /æn'tɪsɪpeɪt/ *verb* to expect something to happen

anticipated balance /æn'tɪsɪpeɪtɪd 'bæləns/ *noun* a balance which is forecast from a deposit when it matures

anti-dumping /ˌæntɪ 'dʌmpɪŋ/ *adjective* which protects a country against dumping ○ *anti-dumping legislation*

anti-inflationary /ˌæntɪ ɪn-'fleɪʃ(ə)n(ə)rɪ/ *adjective* which tries to restrict inflation ○ *anti-inflationary measures*

anti-trust /ˌæntɪ 'trʌst/ *adjective* attacking monopolies and encouraging competition ○ *anti-trust measures*

anti-trust laws /ˌæntɪ 'trʌst lɔ:z/, **anti-trust legislation** /ˌæntɪ 'trʌst ,ledʒɪ'sleɪʃ(ə)n/ *plural noun* laws in the US which prevent the formation of monopolies

AO *abbreviation* All-Ordinaries Index

AOB *abbreviation* any other business

AON *abbreviation* all or none

APACS *abbreviation* Association for Payment Clearing Services

appendix /ə'pendɪks/ *noun* additional pages at the back of a book

applicant /'æplɪkənt/ *noun* a person who applies for something ○ *an applicant for a job or a job applicant* ○ *an applicant to an industrial tribunal* ○ *There were thousands of applicants for shares in the new company.*

application /ˌæplɪ'keɪʃ(ə)n/ *noun* 1. the act of asking for something, usually in writing, or a document in which someone asks for something, e.g. a job ○ *shares payable on application* ○ *She*

sent off six applications for job or six job applications. **2.** effort or diligence ○ *She has shown great application in her work on the project.*

application form /ˌæplɪ'keɪʃ(ə)n fɔ:m/ *noun* a form to be filled in when applying for a new issue of shares or for a job

apply /ə'plai/ *verb* **1.** to ask for something, usually in writing ○ *to apply in writing* ○ *to apply in person* ○ *The more ambitious of the office workers will apply for the management trainee programme.* ○ *About fifty people have applied for the job, but there is only one vacancy.* **2.** to affect or to relate to ○ *This clause applies only to deals outside the EU.* (NOTE: [all senses] **applies – applying – applied**)

appoint /ə'pɔɪnt/ *verb* to choose someone for a job ○ *We have appointed a new distribution manager.* ○ *They've appointed Janet Smith (to the post of) manager.* (NOTE: You appoint a person to a job.)

appointment /ə'pɔɪntmənt/ *noun* the act of being appointed to a job, or of appointing someone to a job □ **on his appointment as manager** when he was made manager

apportion /ə'pɔ:ʃ(ə)n/ *verb* to share out something, e.g. costs, funds or blame ○ *Costs are apportioned according to projected revenue.*

apportionment /ə'pɔ:ʃ(ə)nmənt/ *noun* the sharing out of costs

appraisal /ə'preɪz(ə)/ *noun* a calculation of the value of someone or something

'...we are now reaching a stage in industry and commerce where appraisals are becoming part of the management culture. Most managers now take it for granted that they will appraise and be appraised' [*Personnel Management*]

appraise /ə'preɪz/ *verb* to assess or to calculate the value of something or someone

appraisee /ə'preɪ'zi:/ *noun* an employee who is being appraised by his or her manager in an appraisal interview

appreciate /ə'pri:ʃieɪt/ *verb* **1.** to notice how good something is ○ *The customer always appreciates efficient service.* **2.** (of currency, shares, etc.) to increase in value

appreciation /ə'pri:ʃi'eɪʃ(ə)n/ *noun* **1.** an increase in value ○ *The appreciation of the dollar against the peseta.* Also called **capital appreciation** **2.** the act of valuing something highly ○ *He was given a rise in appreciation of his excellent work.*

appro /'æprəʊ/ *noun* same as **approval** (informal) □ **to buy something on appro** to buy something which you will only pay for if it is satisfactory

appropriate *adjective* /ə'prəʊpriət/ suitable ○ *I leave it to you to take appropriate action.* ■ *verb* /ə'prəʊpriət/ to put a sum of money aside for a special purpose ○ *to appropriate a sum of money for a capital project*

appropriation /ə'prəʊpri'eɪʃ(ə)n/ *noun* the act of putting money aside for a special purpose ○ *appropriation of funds to the reserve*

appropriation account /ə'prəʊpri'eɪʃ(ə)n ə'kaʊnt/ *noun* the part of a profit and loss account which shows how the profit has been dealt with, e.g., how much has been given to the shareholders as dividends and how much is being put into the reserves

approval /ə'pru:v(ə)/ *noun* **1.** the act of saying or thinking that something is good ○ *to submit a budget for approval* **2.** □ **on approval** in order to be able to use something for a period of time and check that it is satisfactory before paying for it ○ *to buy a photocopier on approval*

approve /ə'pru:v/ *verb* **1.** □ **to approve of something** to think something is good ○ *The chairman approves of the new company letter heading.* ○ *The sales staff do not approve of interference from the accounts division.* **2.** to agree to something officially ○ *to approve the terms of a contract* ○ *The proposal was approved by the board.*

approved securities /ə'pru:vɪd sɪ'kjʊərɪtiz/ *plural noun* state bonds which can be held by banks to form part of their reserves (NOTE: The list of these bonds is the 'approved list'.)

approximate /ə'prɒksɪmət/ *adjective* not exact, but almost correct ○ *The sales division has made an approximate forecast of expenditure.*

approximately /ə'prɒksɪmətli/ *adverb* not quite exactly, but close to the

figure shown ○ *Expenditure on marketing is approximately 10% down on the previous quarter.*

approximation /əˌprɒksɪ'meɪʃ(ə)n/ *noun* a rough calculation ○ *Each department has been asked to provide an approximation of expenditure for next year.* ○ *The final figure is only an approximation.*

APR *abbreviation* Annual Percentage Rate

APY *abbreviation* annual percentage yield

Arab accounting dinar /ˌæɹəb ə-'kaʊntɪŋ ˌdɪːnɑː/ *noun* a unit used for accounting purposes between member countries of the Arab Monetary Fund. *Abbreviation* **AAD**

arb *abbreviation* arbitrageur (*informal*)

arbitrage /'ɑːbɪˌtraːʒ/ *noun* the business of making a profit from the difference in value of various assets, e.g. by: selling foreign currencies or commodities on one market and buying on another at almost the same time to profit from different exchange rates; buying currencies forward and selling them forward at a later date, to benefit from a difference in prices; buying a security and selling another security to the same buyer with the intention of forcing up the value of both securities

arbitrage fund /'ɑːbɪˌtraːʒ ˌfʌnd/ *noun* a fund which tries to take advantage of price discrepancies for the same asset in different markets

arbitrage syndicate /'ɑːbɪˌtraːʒ ˌsɪndɪkət/ *noun* a group of people who together raise the capital to invest in arbitrage deals

arbitrageur /'ɑːbɪˌtreɪdʒə/, **arbitrager** /ˌɑːbɪˌtraːʒɜː/ *noun* a person whose business is arbitrage

COMMENT: Arbitrageurs buy shares in companies which are potential takeover targets, either to force up the price of the shares before the takeover bid, or simply as a position while waiting for the takeover bid to take place. They also sell shares in the company which is expected to make the takeover bid, since one of the consequences of a takeover bid is usually that the price of the target company rises while that of the bidding company falls. Arbitrageurs may then sell the shares in the target company at a profit, either to

one of the parties making the takeover bid, or back to the company itself.

arbitration /ˌɑːbɪˌtreɪʃ(ə)n/ *noun* the settling of a dispute by an outside party agreed on by both sides ○ *to take a dispute to arbitration* or *to go to arbitration* ○ *arbitration in an industrial dispute* ○ *The two sides decided to submit the dispute to arbitration* or *to refer the question to arbitration.*

area code /'eəriə kəʊd/ *noun* a special telephone number which is given to a particular area ○ *The area code for central London is 0207.*

area manager /ˌeəriə ˈmænɪdʒə/ *noun* a manager who is responsible for a company's work in a specific part of the country

arithmetic average /ˌæɹɪθmətɪk ˈæv(ə)rɪdʒ/ *noun* same as **average**

ARM *abbreviation* adjustable rate mortgage

armed robbery /ɑːmd ˈrɒbəɹi/ *noun* a robbery where the robber is armed with a gun

arm's length /ɑːmz ˈleŋθ/ *adjective*

□ **arm's length transaction** a transaction which is carried out by two parties with no connection between them (resulting in a fair market value for the item sold) □ **to deal with someone at arm's length** to deal as if there were no financial link between the two parties (as when a company buys a service from one of its own subsidiaries)

around /əˈraʊnd/ *preposition* **1.** approximately ○ *The office costs around £2,000 a year to heat.* ○ *His salary is around \$85,000.* **2.** with a premium or discount □ **5 points around** with a 5-point premium and a 5-point discount, both calculated on the spot price

ARPS *abbreviation* adjustable rate preferred stock

arrangement fee /ə'reɪndʒmənt fiː/ *noun* a charge made by a bank to a client for arranging credit facilities

arrears /əˈrɪəz/ *plural noun* **1.** money which is owed, but which has not been paid at the right time ○ *a salary with arrears effective from January 1st* ○ *We are pressing the company to pay arrears of interest.* ○ *You must not allow the mortgage payments to fall into arrears.* **2.** □ **in arrears** owing money which

should have been paid earlier ○ *The payments are six months in arrears.* ○ *He is six weeks in arrears with his rent.*

arrive /ə'raɪv/ *verb* to reach a place ○ *The consignment has still not arrived.* ○ *The shipment arrived without any documentation.* ○ *The plane arrives in Sydney at 04.00.* ○ *The train leaves Paris at 09.20 and arrives at Bordeaux two hours later.* (NOTE: You arrive **at** or **in** a place or town, but only **in** a country.)

arrive at /ə'raɪv ət/ *verb* to work out and agree on something ○ *They very quickly arrived at an acceptable price.* ○ *After some discussion we arrived at a compromise.*

article /'ɑ:tɪk(ə)/ *noun* **1.** a product or thing for sale ○ *to launch a new article on the market* ○ *a black market in luxury articles* **2.** a section of a legal agreement such as a contract or treaty ○ *See article 8 of the contract.*

article 8 currency /,ɑ:tɪk(ə)l 'eɪt ,kʌrənsi/ *noun* a strong convertible currency (according to the IMF)

articled clerk /,ɑ:tɪk(ə)ld 'klɑ:k/ *noun* a clerk who is bound by contract to work in a solicitor's office for some years to learn the law (NOTE: Such as person is now officially called a **trainee solicitor**, though the old term is still used)

articles of association /,ɑ:tɪk(ə)lz əv əsəʊsi'eɪʃ(ə)n/ *plural noun* a document which lays down the rules for a company regarding such matters as the issue of shares, the conduct of meetings and the appointment of directors ○ *This procedure is not allowed under the articles of association of the company.*

articles of incorporation /,ɑ:tɪk(ə)lz əv ɪnko:rpə'reɪʃ(ə)n/ *plural noun* **US** a document which sets up a company and lays down the relationship between the shareholders and the company (NOTE: The UK term is **Memorandum of Association**.)

articles of partnership /,ɑ:tɪk(ə)lz əv 'pɑ:tnəʃɪp/ *plural noun* same as **partnership agreement**

asap /,eɪ es eɪ 'pi:, 'eɪsəp/, **ASAP** *abbreviation* as soon as possible

ascending tops /ə,sendɪŋ 'tɒps/ *noun* a term used by chartists to refer to an upward trend in the market, where

each peak is higher than the preceding one

ASEAN *abbreviation* Association of Southeast Asian Nations

A shares /'eɪ ʃeəz/ *plural noun* ordinary shares with limited voting rights or no voting rights at all

COMMENT: A company may be set up with two classes of share: 'A' shares, which are available to the general investor, and 'B' shares which are only bought by certain individuals, such as the founder and his family. Such division of shares is becoming less usual nowadays.

Asian /'eɪʒ(ə)n/ *adjective* relating or belonging to Asia

Asian Currency Unit /,eɪʒ(ə)n 'kʌrənsi ,ju:nɪt/ *noun* a unit of account for dollar deposits held in Singapore and other Asian markets. Abbreviation **ACU**

Asian Development Bank /,eɪʒ(ə)n drɪ'veləpmənt bæŋk/ *noun* a bank set up by various Asian countries, with other outside members, to assist countries in the region with money and technical advice. Abbreviation **ADB**

Asian dollar /,eɪʒ(ə)n 'dɒlə/ *noun* an American dollar deposited in Singapore and other Asian markets, and traded in Singapore

Asian dollar bonds /,eɪʒ(ə)n 'dɒlə bɒndz/ *plural noun* bonds issued in Asian dollars

Asian monetary unit /,eɪʒ(ə)n 'mʌnɪt(ə)rɪ ,ju:nɪt/ *noun* a unit used in financial dealings between members of the Asian Clearing Union

ask /ɑ:sk/ *verb* **1.** to put a question to someone ○ *He asked the information office for details of companies exhibiting at the motor show.* ○ *Ask the salesgirl if the bill includes VAT.* **2.** to tell someone to do something ○ *He asked the switchboard operator to get him a number in Germany.* ○ *She asked her secretary to fetch a file from the managing director's office.* ○ *Customs officials asked him to open his case.*

asked price /'ɑ:skt praɪs/ *noun* a price at which a commodity or stock is offered for sale by a seller (also called 'offer price' in the UK)

ask for /'ɑ:sk fɔ:/ *verb* **1.** to say that you want or need something ○ *They asked for more time to repay the loan.* **2.**

to put a price on something for sale ○ *They are asking £24,000 for the car.*

asking price /'ɑːskɪŋ praɪs/ *noun* a price which the seller is hoping will be paid for the item being sold ○ *the asking price is £24,000*

as per /'æz pɜː/ *ph* **per**

assay mark /'æseɪ mɑːk/ *noun* a mark put on gold or silver items to show that the metal is of the correct quality

assess /ə'ses/ *verb* to calculate the value of something or someone ○ *to assess damages at £1,000* ○ *to assess a property for the purposes of insurance*

assessment /ə'sesmənt/ *noun* a calculation of value ○ *a property assessment* ○ *a tax assessment* ○ *They made a complete assessment of each employee's contribution to the organisation.*

assessor /ə'sesə/ *noun* a person who advises a tribunal

asset /'æset/ *noun* something which belongs to a company or person, and which has a value ○ *Her assets are only £640 as against liabilities of £24,000.*

'...many companies are discovering that a well-recognised brand name can be a priceless asset that lessens the risk of introducing a new product' [*Duns Business Month*]

COMMENT: A company's balance sheet will show assets in various forms: current assets, fixed assets, intangible assets, etc.

asset allocation /'æset ælə'keɪʃ(ə)n/ *noun* the work of deciding how much money should be spent on the purchase of different types of investment, such as growth units or income units, depending on the particular needs of the individual investor

asset-backed securities /'æset bækt sɪ'kjʊərɪtɪz/ *plural noun* shares which are backed by the security of assets

asset backing /'æset 'bækɪŋ/ *noun* a support for a share price provided by the value of the company's assets ○ *he has an excess of assets over liabilities* ○ *her assets are only £640 as against liabilities of £24,000*

asset management account /'æset 'mænɪdʒmənt ə'kaʊnt/ *noun* an account with a stockbroker which also acts as a bank account, and has credit card facilities as well. Also called **central assets account**

asset play /'æset pleɪ/ *noun* a share which seems to be undervalued based on its asset value and so is an attractive buy

asset stripper /'æset 'stri:pə/ *noun* a person who buys a company to sell its assets

asset stripping /'æset 'stri:pɪŋ/ *noun* the practice of buying a company at a lower price than its asset value, and then selling its assets

asset value /'æset 'væljuː/ *noun* the value of a company calculated by adding together all its assets

assign /ə'saɪn/ *verb* **1.** to give something to someone by means of an official legal transfer ○ *to assign a right to someone* ○ *to assign shares to someone* **2.** to give someone a job of work to do and make him or her responsible for doing it ○ *He was assigned the task of checking the sales figures.*

assignation /,æsgɪ'neɪʃ(ə)n/ *noun* a legal transfer ○ *the assignation of shares to someone* ○ *the assignation of a patent*

assignee /,æsaɪ'niː/ *noun* a person who receives something which has been assigned to him or her

assignment /ə'saɪnmənt/ *noun* **1.** the legal transfer of a property or right ○ *the assignment of a patent* or of a copy-right ○ *to sign a deed of assignment* **2.** a particular task given to someone ○ *Her first assignment was to improve the company's image.* ○ *The oil team is on an assignment in the North Sea.*

assignor /,æsaɪ'nɔː/ *noun* a person who assigns something to someone

assigns /ə'saɪnz/ *plural noun* people to whom property has been assigned □ **his heirs and assigns** the people who have inherited his property and had it transferred to them

associate /ə'səʊsɪət/ *adjective* linked ■ *noun* **1.** a person who works in the same business as someone ○ *She is a business associate of mine.* **2.** a person or company linked to another in a take-over bid **3.** same as **associate company**

associate bank /ə'səʊsɪət 'bæŋk/ *noun* a bank which is part of a group such as Visa or MasterCard

associate company /ə,səʊsiət 'kʌmp(ə)ni/ *noun* a company which is partly owned by another company

associated company /ə,səʊsiətɪd 'kʌmp(ə)ni/ *noun* a company which is partly owned by another company (though less than 50%), which exerts some management control over it or has a close trading relationship with it ○ *Smith Ltd and its associated company, Jones Brothers*

associate director /ə,səʊsiət daɪ'rektə/ *noun* a director who attends board meetings, but has not been elected by the shareholders

association /ə,səʊsi'eɪʃ(ə)n/ *noun* a group of people or companies with the same interest ○ *an employers' association* ○ *Our company has applied to join the trade association.* ○ *The manufacturers' association has sent a letter to the minister.*

Association for Payment Clearing Services /ə,səʊsi'eɪʃ(ə)n fə 'peɪmənt, kliəriŋ, sɜːvɪsɪz/ *noun* an organisation which deals with the clearing of payments in the UK. Abbreviation **APACS**

Association of British Insurers /ə,səʊsi'eɪʃ(ə)n əv 'brɪtɪʃ ɪn'sʊərəz/ *noun* an organisation representing British companies which are authorised to transact insurance business. Abbreviation **ABI**

Association of Chartered Certified Accountants /ə,səʊsi'eɪʃ(ə)n əv 'tʃɑːtəd, sɜːtɪfard ə'kaʊntənts/ *noun* an organisation whose members are certified accountants. Abbreviation **ACCA**

Association of Futures Brokers and Dealers /ə,səʊsi'eɪʃ(ə)n əv 'fjuːtʃəz, brəʊkəz ən, diːləz/ *noun* a self-regulating organisation which oversees the activities of dealers in futures and options. Abbreviation **AFBD**

Association of Southeast Asian Nations /ə,səʊsi'eɪʃ(ə)n əv 'saʊθiːst, eɪz(ə)n 'neɪʃ(ə)nz/ *noun* an organisation formed originally in 1967 to promote economic growth, social and educational development and general stability in Southeast Asia. Abbreviation **ASEAN** (NOTE: The current members are: Brunei, Indonesia, Laos, Malaysia,

Myanmar, Philippines, Singapore, Thailand and Vietnam.)

assumable mortgage /ə-,sju:məb(ə)l 'mɔːɡɪdʒ/ *noun* **US** a mortgage which can be passed to another person, such as a person buying the property from the mortgagor

assume /ə'sju:m/ *verb* to take for yourself ○ *He has assumed responsibility for marketing.* ○ *The company will assume all risks.*

assumption /ə'sʌmpʃən/ *noun* **1.** the act of taking for yourself ○ *assumption of risks* **2.** the transfer of the rest of a mortgage to someone

assurance /ə'ʃʊərəns/ *noun* a type of insurance which pays compensation for an event that is certain to happen at some time, especially for the death of the insured person. Also called **life assurance, life insurance**

assure /ə'ʃʊə/ *verb* to insure someone, or someone's life, so that the insurance company will pay compensation when that person dies ○ *He has paid the premiums to have his wife's life assured.* (NOTE: **Assure, assurer and assurance** are used in Britain for insurance policies relating to something which will certainly happen (such as death); for other types of policy (i.e. those against something which may or may not happen, such as an accident) use the terms **insure, insurer and insurance**.)

assurer /ə'ʃʊərə/, **assuror** *noun* an insurer or a company which insures

AST *abbreviation* Automated Screen Trading

ASX *abbreviation* Australian Stock Exchange

at best /'æt 'best/ *adverb* □ **buy at best** an instruction to a stockbroker to buy securities at the best price available, even if it is high □ **sell at best** an instruction to a stockbroker to sell shares at the best price possible

at call /æt 'kɔːl/ *adverb* immediately available

ATM *abbreviation* automated teller machine

'...the major supermarket operator is planning a new type of bank that would earn 90% of its revenue from fees on automated teller machine transactions. With the bank setting up ATMs at 7,000 group outlets nationwide, it would have a

branch network at least 20 times larger than any of the major banks' [*Nikkei Weekly*]

ATM alliance /ˌeɪ tiː 'em əˌlaɪəns/
noun a group of banks whose cards can be used at the same ATMs

ATS *abbreviation* automatic transfer service

at sight /æt 'saɪt/ *noun* immediately, when it is presented ○ *a bill of exchange payable at sight*

attaché /ə'tætʃeɪ/ *noun* a junior diplomat who does special work

attachment order /ə'tætʃmənt ɔːdə/ *noun* an order from a court to hold a debtor's property to prevent it being sold until debts are paid

attract /ə'trækt/ *verb* to make someone want to join or come to something ○ *The company is offering free holidays in Spain to attract buyers.* ○ *We have difficulty in attracting skilled staff to this part of the country.*

attractive /ə'træktɪv/ *adjective* which attracts □ **attractive prices** prices which are cheap enough to make buyers want to buy □ **attractive salary** a good salary to make high-quality applicants apply for the job

attributable profit /əˌtrɪbjʊtəb(ə)l 'prɒfɪt/ *noun* a profit which can be shown to come from a particular area of the company's operations

auction /'ɔːkʃən/ *noun* 1. a method of selling goods where people want to buy compete with each other by saying how much they will offer for it, and the item is sold to the person who makes the highest offer ○ *Their furniture will be sold in the auction rooms next week.* ○ *They announced a sale by auction of the fire-damaged stock.* ○ *The equipment was sold by auction or at auction.* □ **to put an item up for auction** to offer an item for sale at an auction 2. a method of selling government stock, where all stock on issue will be sold, and the highest price offered will be accepted (as opposed to tendering, where not all the stock may be sold if the tender prices are too low) ■ *verb* to sell something at an auction ○ *The factory was closed and the machinery was auctioned off.*

auction system /'ɔːkʃən ˌsɪstəm/ *noun* a system where prices are agreed as the result of marketmakers offering stock for sale on the trading floor (as op-

posed to a quote system, where prices are quoted on a computerised screen)

audit /'ɔːdɪt/ *noun* 1. the examination of the books and accounts of a company ○ *to carry out the annual audit* 2. a detailed examination of something in order to assess it ○ *A thorough job audit was needed for job evaluation.* ○ *A manpower audit showed up a desperate lack of talent.* ■ *verb* to examine the books and accounts of a company ○ *Messrs Smith have been asked to audit the accounts.* ○ *The books have not yet been audited.*

auditing /'ɔːdɪtɪŋ/ *noun* the work of examining the books and accounts of a company

auditor /'ɔːdɪtə/ *noun* a person who audits

COMMENT: Auditors are appointed by the company's directors and voted for by the AGM. In the USA, audited accounts are only required by corporations which are registered with the SEC, but in the UK all limited companies with a turnover over a certain limit must provide audited annual accounts.

auditors' fees /'ɔːdɪtəz fiːz/ *plural noun* fees paid to a company's auditors, which are approved by the shareholders at an AGM

auditors' qualification /'ɔːdɪtəz ˌkwɒlɪfɪ'keɪʃ(ə)n/ *noun* a form of words in a report from the auditors of a company's accounts, stating that in their opinion the accounts are not a true reflection of the company's financial position. Also called **qualification of accounts**

auditors' report /'ɔːdɪtəz rɪ'pɔːt/ *noun* a report written by a company's auditors after they have examined the accounts of the company (NOTE: If the auditors are satisfied, the report certifies that, in their opinion, the accounts give a 'true and fair' view of the company's financial position.)

audit trail /'ɔːdɪt treɪl/ *noun* the records that show all the stages of a transaction, e.g. a purchase, a sale or a customer complaint, in the order in which they happened (NOTE: An audit trail can be a useful tool for problem-solving and, in financial markets, may be used to ensure that the dealers

have been fair and accurate in their proceedings.)

austral /'ɔ:stɹ(ə)l/ *noun* a unit of currency used in Argentina

Australian Stock Exchange /ɒ-,stɹeɪliən 'stɒk ɪk,stʃeɪndʒ/ *noun* the national stock exchange of Australia, made up of six exchanges (in Adelaide, Brisbane, Hobart, Melbourne, Perth and Sydney). Abbreviation **ASX**

AUT *abbreviation* authorised unit trust

authenticate /ɔ:'θentɪkeɪt/ *verb* to say that something is true or genuine, especially to state that gold is of a correct quality

authentication /ɔ:'θentɪ'keɪʃ(ə)n/ *noun* **1.** an action of checking that something is true, such as an instruction sent to a bank by email **2.** a method of proving the identity of a person or company

COMMENT: Authentication is particularly important on the Internet where you do not actually see the person or premises of a company when making a purchase. If CompanyX wants to prove to Internet customers that they are really CompanyX and not a fraudster, they must ask an independent authenticator to issue them with a unique certificate of authentication. A visitor to the CompanyX website can ask to see this certificate and will be shown the unique number supplied by the trustworthy independent authenticator. Authentication is normally only used on commercial web sites that are selling goods.

authorisation /,ɔ:'θəraɪ'zeɪʃ(ə)n/, **authorization** *noun* permission or power to do something ○ *Do you have authorisation for this expenditure?* ○ *He has not been given authorisation to act on our behalf.*

authorise /'ɔ:'θəraɪz/, **authorize** *verb* **1.** to give permission for something to be done ○ *to authorise payment of £10,000* **2.** to give someone the authority to do something ○ *to authorise someone to act on the company's behalf*

authorised /'ɔ:'θəraɪzd/, **authorized** *adjective* permitted

authorised capital /,ɔ:'θəraɪzd 'kæpɪt(ə)l/ *noun* an amount of capital which a company is allowed to have, as stated in the memorandum of association

authorised corporate director /,ɔ:'θəraɪzd ,kɔ:p(ə)rət dar'rektə/ *noun* the person who is in charge of an Open-ended investment company. Abbreviation **ACD**

authorised dealer /,ɔ:'θəraɪzd 'di:lə/ *noun* a person or company (such as a bank) that is allowed by the country's central bank to buy and sell foreign currency

authorised stock /,ɔ:'θəraɪzd 'stɒk/ *noun* same as **authorised capital**

authorised unit trust /,ɔ:'θəraɪzd 'ju:nɪt trʌst/ *noun* the official name for a unit trust which has to be managed according to EU directives. Abbreviation **AUT**

authorities /ɔ:'θɒrɪtiz/ *plural noun* the government, the people in control

authority /ɔ:'θɒrɪti/ *noun* the power to do something ○ *a manager with authority to sign cheques* ○ *He has no authority to act on our behalf.* ○ *Only senior managers have the authority to initiate these changes.*

authority to purchase /ɔ:'θɒrɪti tə 'pɜ:tʃɪs/ *noun* a bill drawn up and presented with shipping documentation to the purchaser's bank, allowing the bank to purchase the bill

automaker /'ɔ:təumeɪkə/ *noun* US a company that manufactures cars (NOTE: The UK term is **car maker**.)

automated /'ɔ:təmeɪtɪd/ *adjective* worked automatically by machines ○ *a fully automated car assembly plant*

Automated Clearing House /,ɔ:təmeɪtɪd 'kliəriŋ haʊs/ *noun* an organisation set up by the federal authorities to settle transactions carried out by computer, such as automatic mortgage payments, and trade payments between businesses. Abbreviation **ACH**

Automated Screen Trading /,ɔ:təmeɪtɪd 'skri:n ,treɪdɪŋ/ *noun* a system where securities are bought, sold and matched automatically by computer. Abbreviation **AST**

automated teller machine /,ɔ:təmeɪtɪk 'telɪŋ məʃi:n/ *noun* a machine which gives out money when a special card is inserted and special instructions given. Abbreviation **ATM**

automatic /,ɔ:tə'mætɪk/ *adjective* which works or takes place without any

person making it happen ○ *There is an automatic increase in salaries on January 1st.*

automatically /ˌɔ:tə'mætɪkli/ *adverb* without a person giving instructions ○ *The invoices are sent out automatically.* ○ *Addresses are typed in automatically.* ○ *A demand note is sent automatically when the invoice is overdue.*

automatic data processing /ˌɔ:tə'mætɪk 'deɪtə 'prəʊsesɪŋ/ *noun* data processing done by a computer

automatic transfer service /ˌɔ:tə'mætɪk 'trænsfə 'sɜ:vɪs/ *noun* **US** a service by which money can be transferred automatically from a customer's savings account to cover an overdraft in a current account. Abbreviation **ATS**

automatic vending machine /ˌɔ:tə'mætɪk 'vɛndɪŋ məʃiːn/ *noun* a machine which provides drinks, cigarettes etc., when a coin is put in

automation /ˌɔ:tə'meɪʃ(ə)n/ *noun* the use of machines to do work with very little supervision by people

availability /ə'veɪlə'bɪləti/ *noun* the fact of being easy to obtain ○ **offer subject to availability** the offer is valid only if the goods are available

availability float /ə'veɪlə'bɪləti fləʊt/ *noun* **1.** a time between the moment a cheque is deposited and the time the money will have cleared **2.** the amount of money in an account represented by deposits which have not yet cleared

available /ə'veɪləb(ə)l/ *adjective* which can be obtained or bought ○ *an item which is no longer available* ○ *funds which are made available for investment in small businesses* ○ *This product is available in all branches.*

available capital /ə'veɪləb(ə)l 'kæpɪt(ə)l/ *noun* capital which is ready to be used

available funds /ə'veɪləb(ə)l 'fʌndz/ *plural noun* funds held by a bank which it can use for loans or other investments

aval /ə'væl/ *noun* a term used in Europe to refer to a bill or promissory note which is guaranteed by a third party

AVC *abbreviation* average variable cost

average /'æv(ə)rɪdʒ/ *noun* **1.** a number calculated by adding several figures together and dividing by the number of figures added ○ *the average for the last three months or the last three months' average* ○ *sales average or average of sales* **2.** □ **on average, on an average** in general ○ *On average, £15 worth of goods are stolen every day.* **3.** the sharing of the cost of damage or loss of a ship between the insurers and the owners ■ **adjective** equal to the average of a set of figures ○ *the average increase in salaries* ○ *The average cost per unit is too high.* ○ *The average sales per representative are rising.* ■ **verb** **1.** to amount to something when the average of a set of figures is worked out ○ *Price increases have averaged 10% per annum.* ○ *Days lost through sickness have averaged twenty-two over the last four years.* **2.** to work out an average figure for something

'...a share with an average rating might yield 5 per cent and have a PER of about 10' [Investors Chronicle]

'...the average price per kilogram for this season to the end of April has been 300 cents' [Australian Financial Review]

average adjuster /'æv(ə)rɪdʒ ə-'dʒʌstə/ *noun* a person who calculates how much of a maritime insurance is to be paid by the insurer against a claim

average adjustment /'æv(ə)rɪdʒ ə-'dʒʌstmənt/ *noun* a calculation of the share of the cost of damage or loss of a ship that an insurer has to pay

average balance /'æv(ə)rɪdʒ 'bæləns/ *noun* the balance in an account calculated over a period

average daily balance /'æv(ə)rɪdʒ ,deɪli 'bæləns/ *noun* the balance in an account calculated by taking the final balances for each day, and averaging them (NOTE: The average daily balance is used for the purpose of calculating interest or bank charges.)

average due date /'æv(ə)rɪdʒ djuː 'deɪt/ *noun* the average date when several different payments fall due

average out /'æv(ə)rɪdʒ 'aʊt/ *verb* to come to a figure as an average ○ *It averages out at 10% per annum.* ○ *Sales increases have averaged out at 15%.*

averager /'ævərɪdʒə/ *noun* a person who buys the same share at various times and at various prices to get an average value

average-sized /,ævərɪdʒ 'saɪzd/ *adjective* of a similar size to most others, not very large or very small ○ *They are an average-sized company.* ○ *He has an average-sized office.*

averaging /'ævərɪdʒɪŋ/ *noun* buying or selling shares at different times and at different prices to establish an average price

avoid /ə'vɔɪd/ *verb* to try not to do something ○ *My aim is to avoid paying too much tax.* ○ *We want to avoid direct competition with Smith Ltd.* ○ *The company is struggling to avoid bankruptcy.* (NOTE: You avoid something or avoid doing something.)

avoidance /ə'vɔɪdəns/ *noun* the act of trying not to do something or not to pay something ○ *tax avoidance*

avoirdupois /,ævwɑː dju 'pwaː/ *noun* a non-metric system of weights used in the UK, the USA and other countries, whose basic units are the ounce, the pound, the hundredweight and the ton (NOTE: The system is now no longer officially used in the UK)

COMMENT: Avoirdupois weight is divided into drams (16 drams = 1 ounce); ounces

(16 ounces = one pound); pounds (100 pounds = 1 hundredweight); hundredweight (20 hundredweight = 1 ton). Avoirdupois weights are slightly heavier than troy weights with the same names: the avoirdupois pound equals 0.45kg, whereas the troy pound equals 0.37kg.

award /ə'wɔːd/ *noun* something given by a court, tribunal or other official body, especially when settling a dispute or claim ○ *an award by an industrial tribunal* ○ *The arbitrator's award was set aside on appeal.* ○ *The latest pay award has been announced.* ■ *verb* to decide the amount of money to be given to someone ○ *to award someone a salary increase* ○ *He was awarded £10,000 damages in the libel case.* ○ *The judge awarded costs to the defendant.* □ **to award a contract to someone** to decide that someone will be given the contract

away /ə'weɪ/ *adverb* not here, somewhere else ○ *The managing director is away on business.* ○ *My secretary is away sick.* ○ *The company is moving away from its down-market image.* □ **the bid is away from the market** *US* the bid is lower than the quoted market level

ax /æks/ *noun* *US* the financial adviser who is the current expert on a particular stock or market sector (*informal*)

B

B2B /,bi: tə 'bi:/ *adjective* referring to advertising or marketing that is aimed at other businesses rather than at consumers (NOTE: The word is most commonly used of business-to-business dealings conducted over the Internet.)

B2C /,bi: tə 'si:/ *adjective* referring to advertising or marketing that is aimed at consumers rather than at other businesses (NOTE: The word is most commonly used of business-to-consumer dealings conducted over the Internet.)

baby bonds /'berbi bɒndz/ *plural noun* US bonds in small denominations (e.g. \$100) which the small investor can afford to buy

baby boom /'berbi bu:m/ *noun* a period, such as after a war, when more children are born than usual

baby boomer /'berbi ,bu:mə/ *noun* a person born during the period from 1945 to 1965, when the population of the UK and the USA increased rapidly

back /bæk/ *noun* the opposite side to the front ○ *Write your address on the back of the envelope.* ○ *Please endorse the cheque on the back.* ■ *adjective* referring to the past ○ *a back payment* ■ *adverb* so as to make things as they were before ○ *He will pay back the money in monthly instalments.* ○ *The store sent back the cheque because the date was wrong.* ○ *The company went back on its agreement to supply at £1.50 a unit.* ■ *verb* **1.** to help someone, especially financially ○ *The bank is backing us to the tune of £10,000.* ○ *She is looking for someone to back her project.* **2.** □ **to back a bill** to sign a bill promising to pay it if the person it is addressed to is not able to do so

‘...the businesses we back range from start-up ventures to established companies in need of further capital for expansion’ [*Times*]

back and filling /,bæk ən 'fɪlɪŋ/ *adjective* referring to a market where prices rise and fall slightly

backdate /bæk'deɪt/ *verb* **1.** to put an earlier date on a document such as a cheque or an invoice ○ *Backdate your invoice to April 1st.* **2.** to make something effective from an earlier date than the current date ○ *The pay increase is backdated to January 1st.*

back door /bæk 'dɔ:/ *noun* □ **by the back door** by buying a listed company on order to acquire a listing on a Stock Exchange (which is cheaper than applying for a new listing)

back-end load /,bæk end 'ləʊd/ *noun* a management charge or commission which is levied when the investor sells out of the fund

back-end loaded /,bæk end 'ləʊdɪd/ *adjective* referring to an insurance or investment scheme where commission is charged when the investor withdraws his or her money from the scheme. Compare **front-end loaded**

backer /'bækə/ *noun* **1.** a person or company that backs someone ○ *One of the company's backers has withdrawn.* **2.** □ **the backer of a bill** the person who backs a bill

backhander /'bæk,hændə/ *noun* a bribe or money given to persuade someone to do something for you (*informal*) ○ *He was accused of taking backhanders from the company's suppliers.*

backing /'bækiŋ/ *noun* support, especially financial support ○ *She has the backing of an Australian bank.* ○ *The company will succeed only if it has sufficient backing.* ○ *She gave her backing to the proposal.*

‘...the company has received the backing of a number of oil companies who are willing to pay for the results of the survey’ [*Lloyd's List*]

back interest /bæk 'intrəst/ *noun* interest which has not yet been paid

backlog /'bæklɒg/ *noun* an amount of work, or of items such as orders or letters, which should have been dealt with earlier but is still waiting to be done ○ *The warehouse is trying to cope with a backlog of orders.* ○ *We're finding it hard to cope with the backlog of paperwork.*

back office /bæk 'ɒfɪs/ *noun* **US** 1. the part of a broking firm where the paperwork involved in buying and selling shares is processed 2. the part of a bank where cheques are processed, statements of account drawn up and other administrative tasks are done 3. the general administration department of a company

back orders /'bæk ˌɔ:dəz/ *plural noun* orders received and not yet fulfilled, usually because the item is out of stock ○ *It took the factory six weeks to clear all the accumulated back orders.*

back out /bæk 'aʊt/ *verb* to stop being part of a deal or an agreement ○ *The bank backed out of the contract.* ○ *We had to cancel the project when our German partners backed out.*

back pay /'bæk peɪ/ *noun* a salary which has not been paid ○ *I am owed £500 in back pay.*

back payment /'bæk ˌpeɪmənt/ *noun* 1. a payment which is due but has not yet been paid 2. the act of paying money which is owed

back rent /'bæk rent/ *noun* a rent due but not paid ○ *The company owes £100,000 in back rent.*

back tax /'bæk tæks/ *noun* tax which is owed

back-to-back credit /bæk tə ˌbæk 'kredit/ *noun* 1. credit facilities for the purchase of goods, where the credit is asked for by the purchaser, but is granted to a middleman, who buys the goods, then sells them on to the final purchaser, and uses the credit as a basis for obtaining further credit facilities 2. credit in a currency allowed to a foreign trader on the basis of credit which has been granted by a bank in the trader's own country

back-to-back loan /bæk tə ˌbæk ləʊn/ *noun* a loan from one company to another in one currency arranged

against a loan from the second company to the first in another currency. Also called **parallel loan** (NOTE: Back-to-back loans are (used by international companies to get round exchange controls.)

back up /bæk 'ʌp/ *verb* 1. to support or help ○ *The finance director said the managing director had refused to back him up in his argument.* ○ *He brought along a file of documents to back up his claim.* 2. to go into reverse 3. □ **to back up a portfolio** to sell long-term bonds and replace them by short-term bonds

backup /'bækʌp/ *adjective* supporting or helping ○ *We offer a free backup service to customers.* ○ *After a series of sales tours by representatives, the sales director sends backup letters to all the contacts.*

backup copy /'bækʌp ˌkɒpi/ *noun* a copy of a computer disk to be kept in case the original disk is damaged

backup credit /'bækʌp ˌkredit/ *noun* credit provided by banks for a eurocurrency note

backup line /'bækʌp laɪn/ *noun* credit provided by banks against the security of commercial bills of exchange which are about to mature

backup withholding /'bækʌp wɪθ-ˌhəʊldɪŋ/ *noun* **US** a tax retained from investment income so that the IRS is sure of getting the tax due

back wages /'bæk weɪdʒɪz/ *plural noun* same as **back pay**

backwardation /ˌbækwə'deɪʃ(ə)n/ *noun* 1. a penalty paid by the seller when postponing delivery of shares to the buyer (NOTE: The opposite is **forwardation**.) 2. a situation where the spot price of a commodity or currency is higher than the futures price 3. the difference between the spot and futures prices

backward integration /ˌbækwəd ɪntrɪˈgreɪʃ(ə)n/ *noun* a process of expansion in which a business which deals with the later stages in the production and sale of a product acquires a business that deals with an earlier stage in the same process, usually a supplier ○ *Buying up rubber plantations is part of the tyre company's backward integration policy.* ○ *Backward integration will ensure cheap supplies but forward inte-*

gration would bring us nearer to the market. Also called **vertical integration** (NOTE: The opposite is **forward integration**.)

BACS /bæks/ *noun* a company set up to organise the payment of direct debits, standing orders, salary cheques and other payments generated by computers. It operates for all the British clearing banks and several building societies; it forms part of APACS. Full form **Bankers' Automated Clearing Services**

bad /bæd/ *adjective* not good

bad bargain /bæd 'bɑ:gɪn/ *noun* an item which is not worth the price asked

bad buy /bæd 'baɪ/ *noun* a thing bought which was not worth the money paid for it

bad cheque /bæd 'tʃek/ *noun* a cheque which is returned to the drawer for any reason

bad debt /bæd 'det/ *noun* a debt which will not be paid, usually because the debtor has gone out of business, and which has to be written off in the accounts ○ *The company has written off £30,000 in bad debts.*

bad debt provision /bæd 'det prə-
vɪʒ(ə)n/ *noun* money put aside in accounts to cover potential bad debts

baht /bɑ:t/ *noun* a unit of currency used in Thailand

bailee /,ber'li:/ *noun* a person who receives property by way of bailment

bailment /'beɪlmənt/ *noun* a transfer of goods by someone (the bailor) to someone (the bailee) who then holds them until they have to be returned to the bailor (NOTE: Putting jewels in a bank's safe deposit box is an example of bailment.)

bailor /,ber'lo:/ *noun* a person who transfers property by way of bailment

bail out /,beɪl 'aʊt/ *verb* **1.** to rescue a company which is in financial difficulties **2.** □ **to bail someone out** to pay money to a court as a guarantee that someone will return to face charges ○ *She paid \$3,000 to bail him out.*

...the government has decided to bail out the bank which has suffered losses to the extent that its capital has been wiped out' [South China Morning Post]

bail-out /'beɪlaʊt/ *noun* a rescue of a company in financial difficulties

balance /'bæləns/ *noun* **1.** the amount which has to be put in one of the columns of an account to make the total debits and credits equal □ **balance in hand** cash held to pay small debts □ **balance brought down or forward** the closing balance of the previous period used as the opening balance of the current period □ **balance carried down or forward** the closing balance of the current period **2.** the rest of an amount owed ○ *You can pay £100 deposit and the balance within 60 days.* □ **balance due to us** the amount owed to us which is due to be paid ■ *verb* **1.** to be equal (i.e. the assets owned must always equal the total liabilities plus capital) □ **the February accounts do not balance** the two sides are not equal □ **to balance off the accounts** to make the two sides of an account balance at the end of an accounting period, by entering a debit balance in the credit side or a credit balance in the debit side, and carrying the balance forward into the next period **2.** to calculate the amount needed to make the two sides of an account equal ○ *I have finished balancing the accounts for March.* **3.** to plan a budget so that expenditure and income are equal ○ *The president is planning for a balanced budget.*

balance certificate /'bæləns sɜ:-
tɪfɪkət/ *noun* a share certificate given to an investor who has sold part of his or her shareholding and shows the number of shares which he or she has retained

balanced budget /, bælənst
'bʌdʒɪt/ *noun* a budget where expenditure and income are equal

balance of payments /,bæləns əv
'peɪmənts/ *noun* a comparison between total receipts and payments arising from a country's international trade in goods, services and financial transactions. Abbreviation **BOP**

balance of payments deficit /,bæləns əv 'peɪməntz ,defɪsɪt/ *noun* a situation when a country imports more than it exports

balance of payments surplus /,bæləns əv 'peɪmənts ,sɜ:pləs/ *noun* a situation where a country sells more to other countries than it buys from them

balance of trade /ˈbæləns əv ˈtreɪd/ *noun* a record of the international trading position of a country in merchandise, excluding invisible trade. Also called **trade balance**

balance sheet /ˈbæləns ʃi:t/ *noun* a statement of the financial position of a company at a particular time, such as the end of the financial year or the end of a quarter, showing the company's assets and liabilities ○ *Our accountant has prepared the balance sheet for the first half-year.* ○ *The company balance sheet for the last financial year shows a worse position than for the previous year.* ○ *The company balance sheet for 1984 shows a substantial loss.*

COMMENT: The balance sheet shows the state of a company's finances at a certain date. The profit and loss account shows the movements which have taken place since the end of the previous accounting period. A balance sheet must balance, with the basic equation that assets (i.e. what the company owns, including money owed to the company) must equal liabilities (i.e. what the company owes to its creditors) plus capital (i.e. what it owes to its shareholders). A balance sheet can be drawn up either in the horizontal form, with (in the UK) liabilities and capital on the left-hand side of the page (in the USA, it is the reverse) or in the vertical form, with assets at the top of the page, followed by liabilities, and capital at the bottom. Most are usually drawn up in the vertical format, as opposed to the more old-fashioned horizontal style.

balancing item /ˈbælənsɪŋ ˌaɪtəm/, **balancing figure** /ˈbælənsɪŋ ˌfɪɡə/ *noun* an item introduced into a balance sheet to make the two sides balance

balboa /bælˈbəʊə/ *noun* a unit of currency used in Panama

balloon /bəˈlu:n/ *noun* a loan where the last repayment is larger than the others

balloon mortgage /bəˈlu:n ˈmɔ:ɡɪdʒ/ *noun* US a mortgage where the final payment (called a 'balloon payment') is larger than the others

ballot /ˈbælət/ *noun* 1. an election where people vote for someone by marking a cross on a paper with a list of names ○ *Six names were put forward for three vacancies on the committee so a ballot was held.* 2. a selection made by

taking papers at random out of a box ○ *The share issue was oversubscribed, so there was a ballot for the shares.* ■ **verb** to take a vote by ballot ○ *The union is balloting for the post of president.*

ballot box /ˈbælət bɒks/ *noun* a sealed box into which ballot papers are put

ballot paper /ˈbælət ˌpeɪpə/ *noun* a paper on which the voter marks a cross to show who they want to vote for

Baltic Futures Exchange /ˌbɔ:ltɪk ˈfju:tʃəz ɪks,tʃeɪndʒ/ *noun* an institution in London specialising in the chartering of shipping for sea freight and planes for airfreight, and also in commodity futures, such as wheat, barley, potatoes and pigs. Abbreviation **BFE**

banca *noun* the Italian word for **bank**

Banca d'Italia *noun* the central bank of Italy

bancassurer /ˈbæŋkəsʃʊərə/ *noun* a bank offering a range of financial services to its customers, including insurance from a subsidiary insurance company

banco *noun* the word for **bank** in Spanish and Portuguese

Banco de España *noun* the central bank of Spain

Banco de Portugal *noun* the central bank of Portugal

band /bænd/ *noun* a range of figures with an upper and a lower limit, to which something, e.g. the amount of someone's salary or the exchange value of a currency, is restricted but within which it can move ○ *a salary band*

bank /bæŋk/ *noun* a business which holds money for its clients, lends money at interest, and trades generally in money ○ *the First National Bank* ○ *the Royal Bank of Scotland* ○ *She put all her earnings into the bank.* ○ *I have had a letter from my bank telling me my account is overdrawn.* ■ **verb** to deposit money into a bank or to have an account with a bank ○ *He banked the cheque as soon as he received it.* □ **where do you bank?** where do you have a bank account? ○ *I bank at or with Barclays*

Bank *noun* a German word meaning **bank**

bankable /'bæŋkəb(ə)l/ *adjective*
which a bank will accept as security for a loan

bankable paper /,bæŋkəb(ə)l
'peɪpəl/ *noun* a document which a bank will accept as security for a loan

bank account /'bæŋk ə,kaʊnt/ *noun*
an account which a customer has with a bank, where the customer can deposit and withdraw money ○ *to open a bank account* ○ *to close a bank account* ○ *How much money do you have in your bank account?* ○ *If you let the balance in your bank account fall below £100, you have to pay bank charges.* (NOTE: The US term is **banking account**.)

bank advance /'bæŋk əd,vɑːns/ *noun* same as **bank loan** ○ *She asked for a bank advance to start her business.*

bank balance /'bæŋk ,bæləns/ *noun*
the state of a bank account at any particular time ○ *Our bank balance went into the red last month.*

bank base rate /bæŋk 'beɪs reɪt/ *noun*
a basic rate of interest, on which the actual rate a bank charges on loans to its customers is calculated

bank bill /'bæŋk bɪl/ *noun* **1.** *GB* a bill of exchange by one bank telling another bank (usually in another country) to pay money to someone **2.** *GB* same as **banker's bill** **3.** *US* same as **banknote**

bank book /'bæŋk bʊk/ *noun* a book, given by a bank, which shows money which you deposit or withdraw from your savings account (also called a 'passbook')

bank borrowing /bæŋk 'bɒrəʊɪŋ/ *noun*
money borrowed from a bank ○ *The new factory was financed by bank borrowing.*

bank card /'bæŋk kɑːd/ *noun* a credit card or debit card issued to a customer by a bank for use instead of cash when buying goods or services (NOTE: There are internationally recognised rules that govern the authorisation of the use of bank cards and the clearing and settlement of transactions in which they are used.)

bank charges /'bæŋk ,tʃɑːdʒɪz/ *plural noun*
charges which a bank makes for carrying out work for a customer (NOTE: The US term is **service charge**.)

bank charter /bæŋk 'tʃɑːtə/ *noun*
an official government document allowing the establishment of a bank

bank cheque /'bæŋk tʃek/ *noun*
a bank's own cheque, drawn on itself and signed by a bank official

bank clerk /'bæŋk klɑːk/ *noun*
a person who works in a bank, but is not a manager

bank credit /'bæŋk ,kredit/ *noun*
loans or overdrafts from a bank to a customer

bank deposits /bæŋk dɪ'pɒzɪtɪz/ *plural noun*
all money placed in banks by private or corporate customers

bank discount rate /bæŋk 'dɪskaʊnt reɪt/ *noun*
a rate charged by a bank for a loan where the interest charges are deducted when the loan is made

bank draft /'bæŋk draʊft/ *noun*
an order by one bank telling another bank, usually in another country, to pay money to someone

banker /'bæŋkə/ *noun* **1.** a person who is in an important position in a bank **2.** a bank ○ *the company's banker is Barclays*

banker's acceptance /,bæŋkəz ək-'septəns/ *noun*
a bill of exchange guaranteed by a bank

Bankers' Automated Clearing Services /,bæŋkəz ,ɔːtəmeɪtɪd 'klɪərɪŋ ,sɜːvɪsɪz/ *plural noun*
full form of **BACS**. Compare **CHAPS**

banker's bill /'bæŋkəz bɪl/ *noun*
an order by one bank telling another bank, usually in another country, to pay money to someone

banker's draft /,bæŋkəz 'draʊft/ *noun*
a draft payable by a bank in cash on presentation

banker's lien /,bæŋkəz 'liːən/ *noun*
the right of a bank to hold some property of a customer as security against payment of a debt

banker's order /'bæŋkəz ,ɔːdə/ *noun*
an order written by a customer asking a bank to make a regular payment ○ *He pays his subscription by banker's order.*

banker's reference /,bæŋkəz 'ref(ə)rəns/ *noun*
details of a company's bank, account number, etc., sup-

plied so that a client can check if the company is a risk

Bank Examiner /'bæŋk ɪg,zæmɪnə/ *noun* *US* an official of one of the Federal Reserve Banks who examines the working of companies who apply to become banks, and who supervises the running of banks within the Reserve Bank's district

Bank for International Settlements /,bæŋk fə ɪntə,næʃ(ə)nəl 'set(ə)lmənts/ *noun* a bank (based in Basle) which acts as the clearing bank for the central banks of various countries through which they settle their currency transactions, and which also acts on behalf of the IMF. Abbreviation **BIS**

bank giro /'bæŋk ˌdʒaɪrəʊ/ *noun* a method used by clearing banks to transfer money rapidly from one account to another

bank giro credit /bæŋk ˌdʒaɪrəʊ 'kredit/ *noun* a cash or cheque payment to an organisation or person which usually takes three working days to process. Abbreviation **BGC**

bank holiday /bæŋk 'hɒlɪdeɪ/ *noun* a weekday which is a public holiday when the banks are closed ○ *New Year's Day is a bank holiday.* ○ *Are we paid for bank holidays in this job?*

bank identification number /bæŋk ˌaɪdentɪfɪ'keɪʃ(ə)n ˌnʌmbə/ *noun* internationally organised six-digit number which identifies a bank for charge card purposes. Abbreviation **BIN**

banking /'bæŋkɪŋ/ *noun* the business of banks ○ *He is studying banking.* ○ *She has gone into banking.* □ a **banking crisis** a crisis affecting the banks

banking account /'bæŋkɪŋ əˌkaʊnt/ *noun* *US* an account which a customer has with a bank

Banking Code /'bæŋkɪŋ kəʊd/ *noun* a voluntary code of practice adopted by banks and building societies in their dealings with their customers

banking hours /'bæŋkɪŋ əʊəz/ *plural noun* the hours when a bank is open for its customers ○ *You cannot get money out of the bank after banking hours.*

banking service /'bæŋkɪŋ ˌsɜ:vɪs/ *noun* the various ways in which a bank can help a customer, such as operating

accounts, making transfers, paying standing orders and selling foreign currency

bank line /'bæŋk laɪn/ *noun* same as **line of credit**

bank loan /'bæŋk ləʊn/ *noun* a loan made by a bank to a customer, usually against the security of a property or asset ○ *He asked for a bank loan to start his business.* Also called **bank advance**

bank manager /'bæŋk ˌmænɪdʒə/ *noun* the person in charge of a branch of a bank ○ *They asked their bank manager for a loan.*

bank mandate /bæŋk ˈmændɪt/ *noun* a written order to a bank, asking it to open an account and allow someone to sign cheques on behalf of the account holder, and giving specimen signatures and relevant information

banknote /'bæŋknəʊt/ *noun* 1. a piece of printed paper money (in England, issued by the Bank of England; in Scotland, commercial banks can issue notes) ○ *a counterfeit £20 note* ○ *He pulled out a pile of used notes.* (NOTE: The US term is **bill**.) 2. *US* a non-interest bearing note, issued by a Federal Reserve Bank, which can be used as cash

Bank of England /,bæŋk əv ˈɪŋɡlənd/ *noun* the British central bank, owned by the state, which, together with the Treasury, regulates the nation's finances

COMMENT: The Bank of England issues banknotes which carry the signatures of its officials. It is the lender of last resort to commercial banks and supervises banking institutions in the UK Its Monetary Policy Committee is independent of the government and sets interest rates. The Governor of the Bank of England is appointed by the government.

Bank of Japan /,bæŋk əv dʒə'pæn/ *noun* the central bank of Japan. Abbreviation **BOJ**

bank on /'bæŋk ɒn/ *verb* to feel sure that something will happen ○ *He is banking on getting a loan from his father to set up in business.* ○ *Do not bank on the sale of your house.*

bank rate /'bæŋk reɪt/ *noun* 1. the discount rate of a central bank 2. formerly, the rate at which the Bank of

England lent to other banks (then also called the Minimum Lending Rate (MLR), and now called the base rate)

bank reconciliation /bəŋk ,rekənsɪli'eɪʃ(ə)n/ *noun* the act of making sure that the bank statements agree with the company's ledgers

bank reference /'bəŋk ,ref(ə)rəns/ *noun* same as **banker's reference**

bank release /'bəŋk rɪ,li:s/ *noun* same as **release note**

bank reserves /bəŋk rɪ'zɜ:vz/ *noun* cash and securities held by a bank to cover deposits

bank return /'bəŋk rɪ,tʃɜ:n/ *noun* a regular report from a bank on its financial position

bankroll /'bəŋkrəʊl/ *verb* to provide the money that enables something or someone to survive (*informal*) ○ *How long can he go on bankrolling his daughter's art gallery?*

bankrupt /'bəŋkrʌpt/ *noun, adjective* (a person) who has been declared by a court not to be capable of paying his or her debts and whose affairs are put into the hands of a receiver ○ *a bankrupt property developer* ○ *She was adjudicated or declared bankrupt.* ○ *He went bankrupt after two years in business.* ■ *verb* to make someone become bankrupt ○ *The recession bankrupted my father.*

bankruptcy /'bəŋkrʌptsi/ *noun* the state of being bankrupt ○ *The recession has caused thousands of bankruptcies.* (NOTE: The plural is **bankruptcies**.)

COMMENT: In the UK, bankruptcy is applied only to individual persons, but in the USA the term is also applied to corporations. In the UK, a bankrupt cannot hold public office (for example, they cannot be elected an MP) and cannot be the director of a company. They also cannot borrow money. In the USA, there are two types of bankruptcy: involuntary, where the creditors ask for a person or corporation to be made bankrupt; and voluntary, where a person or corporation applies to be made bankrupt (in the UK, this is called voluntary liquidation).

bankruptcy order /'bəŋkrʌptsi ,ɔ:də/ *noun* same as **declaration of bankruptcy**

bank statement /'bəŋk ,steɪtmənt/ *noun* a written statement from a bank

showing the balance of an account at a specific date

bank syndicate /'bəŋk ,sɪndɪkət/ *noun* a group of major international banks which group together to underwrite a massive loan

bank transfer /'bəŋk ,trænsfɜ:/ *noun* an act of moving money from a bank account to another account

Bankwire /'bəŋkwɪə/ *noun* *US* a system operated by a group of banks to pass information among member banks

banque *noun* the French word for **bank**

banque d'affaires *noun* the French word for **merchant bank**

Banque de France *noun* the Central Bank of France

bar /bɑ:/ *noun* **1.** a place where you can buy and drink alcohol ○ *The sales reps met in the bar of the hotel.* **2.** a thing which stops you doing something ○ *Government legislation is a bar to foreign trade.*

bar-bell /'bɑ: bel/ *noun* *US* a portfolio which concentrates on very long-term and very short-term bonds only. Compare **ladder**

bar chart /'bɑ: tʃɑ:t/ *noun* a chart where values or quantities are shown as columns of different heights set on a base line, the different lengths expressing the quantity of the item or unit. Also called **bar graph, histogram**

Barclays Index /'bɑ:kli:z ,ɪndeks/ *noun* an index of prices on the New Zealand Stock Exchange

bar code /'bɑ: kəʊd/ *noun* a system of lines printed on a product which, when read by a computer, give a reference number or price

bargain /'bɑ:gɪn/ *noun* **1.** an agreement on the price of something ○ *to strike a bargain* or *to make a bargain* □ **to drive a hard bargain** to be a difficult person to negotiate with □ **it is a bad bargain** it is not worth the price **2.** something which is cheaper than usual ○ *That car is a (real) bargain at £500.* **3.** a sale and purchase of one lot of shares on the Stock Exchange ■ *verb* to try to reach agreement about something, especially a price, usually with each person or group involved putting forward suggestions or offers which are dis-

cussed until a compromise is arrived at ○ *You will have to bargain with the dealer if you want a discount.* ○ *They spent two hours bargaining about or over the price.* (NOTE: You bargain **with** someone **over** or **about** or **for** something.)

bargain hunter /'bɑ:gɪn ˌhʌntə/ *noun* a person who looks for cheap deals

bargain hunting /'bɑ:gɪn ˌhʌntɪŋ/ *noun* looking for cheap goods or shares, which no one has noticed

bargaining /'bɑ:gɪnɪŋ/ *noun* the act of trying to reach agreement about something, e.g. a price or a wage increase for workers

bargaining position /'bɑ:gɪnɪŋ pəˌzɪʃ(ə)n/ *noun* the offers or demands made by one group during negotiations

bargaining power /'bɑ:gɪnɪŋ ˌpaʊə/ *noun* the strength of one person or group when discussing prices or wage settlements

bargain offer /'bɑ:gɪn ˈɒfə/ *noun* the sale of a particular type of goods at a cheap price ○ *This week's bargain offer – 30% off all carpet prices.*

bargain price /'bɑ:gɪn praɪs/ *noun* a cheap price ○ *These carpets are for sale at a bargain price.*

bargain sale /'bɑ:gɪn seɪl/ *noun* the sale of all goods in a store at cheap prices

bargains done /'bɑ:gɪnz dʌn/ *plural noun* the number of deals made on the Stock Exchange during a day

barrels per day /ˌbærəlz pə ˈdeɪ/ *plural noun* a figure used to show the output of an oilfield

barren /'bærən/ *adjective* referring to money which is not earning any interest

barrier /'bæriə/ *noun* anything which makes it difficult for someone to do something, especially to send goods from one place to another □ **to impose trade barriers on certain goods** to restrict the import of some goods by charging high duty ○ *They considered imposing trade barriers on some food products.* □ **to lift trade barriers from imports** to remove restrictions on imports ○ *The government has lifted trade barriers on foreign cars.*

'...a senior European Community official has denounced Japanese trade barriers, saying they

cost European producers \$3 billion a year' [Times]

'...to create a single market out of the EC member states, physical, technical and tax barriers to free movement of trade between member states had to be removed. Imposing VAT on importation of goods from other member states was seen as one such tax barrier' [Accountancy]

barrier to entry /ˌbæriə tə ˈentri/ *noun* a factor that makes it impossible or unprofitable for a company to try to start selling its products in a particular market (NOTE: Barriers to entry may be created, for example, when companies already in a market have patents that prevent their goods from being copied, when the cost of the advertising needed to gain a market share is too high, or when an existing product commands very strong brand loyalty.)

barter /'bɑ:tə/ *noun* **1.** a system in which goods are exchanged for other goods and not sold for money **2.** a system in which advertising space or time is exchanged for goods from the advertiser ■ **verb** to exchange goods for other goods and not for money ○ *They agreed a deal to barter tractors for barrels of wine.*

'...under the barter agreements, Nigeria will export 175,000 barrels a day of crude oil in exchange for trucks, food, planes and chemicals' [Wall Street Journal]

barter agreement /ˌbɑ:tə əˈɡri:mənt/ *noun* an agreement to exchange goods by barter ○ *The company has agreed a barter deal with Bulgaria.*

bartering /'bɑ:tərɪŋ/ *noun* the act of exchanging goods for other goods and not for money

base *noun* /beɪs/ **1.** the lowest or first position ○ *Turnover increased by 200%, but started from a low base.* **2.** a place where a company has its main office or factory, or a place where a businessperson's office is located ○ *The company has its base in London and branches in all the European countries.* ○ *He has an office in Madrid which he uses as a base while travelling in Southern Europe.* ■ **verb** /beɪs/ **1.** □ **to base something on something** to calculate something using something as your starting point or basic material for the calculation ○ *We based our calculations on the forecast turnover.* □ **based on** calculating from ○ *based on last year's figures* ○ *based on*

population forecasts **2.** to set up a company or a person in a place ○ *The European manager is based in our London office.* ○ *Our overseas branch is based in the Bahamas.* ■ **adjective** lowest or first, and used for calculating others

‘...the base lending rate, or prime rate, is the rate at which banks lend to their top corporate borrowers’ [*Wall Street Journal*]

‘...other investments include a large stake in the Chicago-based insurance company’ [*Lloyd’s List*]

base currency /ˈbeɪs ˌkʌrənsi/ **noun** a currency against which exchange rates of other currencies are quoted ○ *turn-over increased by 200%, but starting from a low base*

base metals /beɪs ˈmet(ə)lz/ **plural noun** ordinary metals used in industry, such as aluminium and lead

base rate /ˈbeɪs reɪt/ **noun** same as **bank base rate**

base-weighted index /ˌbeɪs ˌweɪtɪd ˈɪndeks/ **noun** an index which is weighted according to the base year

base year /ˈbeɪs jɪə/ **noun** the first year of an index, against which changes occurring in later years are measured

basic /ˈbeɪsɪk/ **adjective** **1.** normal **2.** most important **3.** simple, or from which everything starts ○ *She has a basic knowledge of the market.* ○ *To work at the cash desk, you need a basic qualification in maths.*

basic balance /ˌbeɪsɪk ˈbæləns/ **noun** the balance of current account and long-term capital accounts in a country’s balance of payments

basic banking service /ˌbeɪsɪk ˈbæŋkɪŋ ˌsɜːvɪs/ **noun** basic service offered by banks to their customers, in connection with operating their accounts

basic commodities /ˌbeɪsɪk kə-ˈmɒdɪtɪz/ **plural noun** ordinary farm produce, produced in large quantities, e.g. corn, rice or sugar

basic discount /ˌbeɪsɪk ˈdɪskaʊnt/ **noun** a normal discount without extra percentages ○ *Our basic discount is 20%, but we offer 5% extra for rapid settlement.*

basic industry /ˌbeɪsɪk ˈɪndəstri/ **noun** the most important industry of a country, e.g. coal, steel or agriculture

basic pay /ˌbeɪsɪk ˈpeɪ/ **noun** a normal salary without extra payments

basic product /ˌbeɪsɪk ˈprɒdʌkt/ **noun** the main product made from a raw material

basic rate tax /ˈbeɪsɪk reɪt ˌtæks/ **noun** the lowest rate of income tax

basics /ˈbeɪsɪks/ **plural noun** simple and important facts or principles ○ *She has studied the basics of foreign exchange dealing.* □ **to get back to basics** to consider the main facts or principles again

basic salary /ˌbeɪsɪk ˈsæləri/ **noun** same as **basic pay**

basic wage /ˌbeɪsɪk ˈweɪdʒ/ **noun** same as **basic pay** ○ *The basic wage is £110 a week, but you can expect to earn more than that with overtime.*

basis /ˈbeɪsɪs/ **noun** **1.** a point or number from which calculations are made ○ *We forecast the turnover on the basis of a 6% price increase.* **2.** the general terms of agreement or general principles on which something is decided or done ○ *This document should form the basis for an agreement.* ○ *We have three people working on a freelance basis.* □ **on a short-term, long-term basis** for a short or long period ○ *He has been appointed on a short-term basis.* (NOTE: [all senses] The plural is **bases**.)

basis point /ˈbeɪsɪs pɔɪnt/ **noun** an one hundredth of a percentage point (0.01%), the basic unit used in measuring market movements or interest rates

basis price /ˈbeɪsɪs praɪs/ **noun** **1.** the price agreed between buyer and seller on the over-the-counter market **2.** the price of a bond shown as its annual percentage yield to maturity

basis swap /ˈbeɪsɪs swɒp/ **noun** the exchange of two financial instruments, each with a variable interest calculated on a different rate

basket /ˈbɑːskɪt/ **noun** **1.** a container made of thin pieces of wood, metal, plastic, etc. ○ *a basket of apples* **2.** US a group of prices or currencies taken as a standard ○ *the price of the average shopping basket* ○ *The pound has fallen against a basket of European currencies.* ○ *The market basket has risen by 6%.*

'...the weekly adjusted average total basket price of £37.89 was just 3p more than the week before Christmas' [*The Grocer*]

basket of currencies /ˈbɑːskɪt əv ˈkærənsɪz/ *noun* same as **currency basket**

batch /bætʃ/ *noun* **1.** a group of items which are made at one time ○ *This batch of shoes has the serial number 25-02.* **2.** a group of documents which are processed at the same time ○ *Today's batch of invoices is ready to be mailed.* ○ *The accountant signed a batch of cheques.* ○ *We deal with the orders in batches of fifty at a time.* ■ *verb* to put items together in groups ○ *to batch invoices or cheques*

batch number /ˈbætʃ ˌnʌmbə/ *noun* a number attached to a batch ○ *When making a complaint always quote the batch number on the packet.*

batch processing /ˈbætʃ ˌprəʊsesɪŋ/ *noun* a system of data processing where information is collected into batches before being loaded into the computer

batch production /ˈbætʃ ˌprəˌdʌkʃən/ *noun* production in batches

BBA *abbreviation* British Bankers' Association

bear /beə/ *noun* STOCK EXCHANGE a person who sells shares, commodities or currency because he or she thinks their price will fall and it will be possible to buy them again more cheaply later (NOTE: The opposite is **bull**.) □ **taking a bear position** acting on the assumption that the market is likely to fall ■ *verb* **1.** to give interest ○ *government bonds which bear 5% interest* **2.** to have something, especially to have something written on it ○ *an envelope which bears a London postmark* ○ *a letter bearing yesterday's date* ○ *The cheque bears the signature of the company secretary.* ○ *The share certificate bears his name.* **3.** to pay costs ○ *The costs of the exhibition will be borne by the company.* ○ *The company bore the legal costs of both parties.* (NOTE: **bearing – bore – has borne**)

bear covering /ˈbeə ˌkʌvərɪŋ/ *noun* STOCK EXCHANGE a point in a market where dealers who sold stock short, now buy back (at lower prices) to cover their positions

bearer /ˈbeərə/ *noun* a person who holds a cheque or certificate □ **the cheque is payable to bearer** the cheque will be paid to the person who holds it, not to any particular name written on it

bearer bond /ˈbeərə bɒnd/, **bearer security** *noun* a bond which is payable to the bearer and does not have a name written on it

bearing /ˈbeərɪŋ/ *adjective* which bears, which produces ○ *certificates bearing interest at 5%* ○ *interest-bearing deposits*

bearish /ˈbeərɪʃ/ *adjective* referring to a factor which tends to make market prices fall

bear market /ˈbeə ˌmɑːkɪt/ *noun* a period when share prices fall because shareholders are selling since they believe the market will fall further (NOTE: The opposite is a **bull market**)

bear position /ˈbeə pəˌzɪʃ(ə)n/ *noun* STOCK EXCHANGE a short position, that is, selling shares which you do not own (you will buy them later at a lower price so as to be able to settle)

bear raid /ˈbeə reɪd/ *noun* selling large numbers of shares to try to bring down prices

bear squeeze /ˈbeə skwiːz/ *noun* **1.** an action by banks to raise exchange rates, forcing currency bear sellers to buy back currency at a loss (i.e. at a higher price) **2.** an operation by marketmakers to increase the price of shares, so as to force bears to buy at higher prices than they intended

bed-and-breakfast deal /ˌbed ən ˈbrekfəst ˌdiːl/ *noun* formerly, an arrangement where shares were sold one day and bought back the following day, in order to establish a profit or loss for tax declaration (NOTE: Doing such deals was called 'bed-and-breakfasting'.)

COMMENT: This is no longer possible, since a period of thirty days has to elapse between the sale and repurchase of the same shares to allow a new price to be established.

bed-pepping /ˌbed ˌpepɪŋ/ *noun* an arrangement by which you sell existing investments and put the resulting cash into a PEP. This establishes any gains on the investments, so that you can cal-

culate whether you should pay capital gains tax.

behavioural finance /bɪˈheɪvjərəl ˈfaɪnæns/ *noun* a psychological view of the way people take financial decisions

Beige Book /beɪʒ ˈbʊk/ *noun* **US** a report on the financial position prepared by the district banks for the Federal Reserve Board. ♦ **Blue Book**, **Green Book**

bellwether /ˈbelwɛðə/ *noun* a leading share which is thought of as an indicator of market trends as a whole (such as Lloyds in the UK)

belly up /ˈbeli ˈʌp/ *adverb* □ **to go belly up** to fail or to go into liquidation (*informal*)

below par /bɪˌləʊ ˈpɑː/ *adjective* referring to a share with a market price lower than its par value

below the line /bɪˌləʊ ðə ˈlaɪn/ *adjective, adverb* part of a budget referring to receipts from redeemed debts and from expenditure covered by borrowings

below-the-line expenditure /bɪˌləʊ ðə ˈlaɪn ɪkˈspendɪʃə/ *noun* **1.** payments which do not arise from a company's normal activities, e.g. redundancy payments **2.** extraordinary items which are shown in the profit and loss account below net profit after taxation, as opposed to exceptional items which are included in the figure for profit before taxation

belt and braces /ˌbɛlt ən ˈbreɪsɪz/, **belt and suspenders** /ˌbɛlt ən səsˈpendəz/ *noun* □ **a belt and braces person** a very cautious lender, one who asks for extra collateral as well as guarantees for a loan

benchmark /ˈbentʃmɑːk/ *noun* a point in an index which is important, and can be used to compare with other figures

beneficial interest /ˌbenɪfɪʃ(ə)l ˈɪntrəst/ *noun* a situation where someone is allowed to occupy or receive rent from a house without owning it

beneficial occupier /ˌbenɪfɪʃ(ə)l ˈɒkjʊpərə/ *noun* a person who occupies a property but does not own it fully

beneficial owner /ˌbenɪfɪʃ(ə)l ˈəʊnə/ *noun* a person who owns a prop-

erty which is being used by someone else

beneficiary /ˌbenɪˈfɪʃəri/ *noun* a person who gains money from something ○ *the beneficiaries of a will*

benefit /ˈbenɪfɪt/ *noun* **1.** payments which are made to someone under a national or private insurance scheme ○ *She receives £75 a week as unemployment benefit.* ○ *Sickness benefit is paid monthly.* ○ *The insurance office sends out benefit cheques each week.* **2.** something of value given to an employee in addition to their salary ■ *verb* **1.** to make better or to improve ○ *A fall in inflation benefits the exchange rate.* **2.** □ **to benefit from or by something** to be improved by something, to gain more money because of something ○ *Exports have benefited from the fall in the exchange rate.* ○ *The employees have benefited from the profit-sharing scheme.*

'...the retail sector will also benefit from the expected influx of tourists' [*Australian Financial Review*]

'...what benefits does the executive derive from his directorship? Compensation has increased sharply in recent years and fringe benefits for directors have proliferated' [*Duns Business Month*]

'...salary is negotiable to £30,000, plus car and a benefits package appropriate to this senior post' [*Financial Times*]

'California is the latest state to enact a program forcing welfare recipients to work for their benefits' [*Fortune*]

benefit in kind /ˌbenɪfɪt ɪn ˈkaɪnd/ *noun* a benefit other than money received by an employee as part of his or her total compensation package, e.g. a company car or private health insurance. Such benefits are usually subject to tax.

bequest /bɪˈkwest/ *noun* something, e.g. property or money (but not freehold land), given to someone in a will ○ *He made several bequests to his staff.*

berhad *noun* a Malay word meaning 'private', used to describe a limited company in Malaysia. Abbreviation **Bhd.** ♦ **Sdn**

best practice /ˌbest ˈpræktɪs/ *noun* the most effective and efficient way to do something or to achieve a particular aim (NOTE: In business, best practice is often determined by benchmarking, that is by comparing the method one organisation uses to carry out a task

with the methods used by other similar organisations and determining which method is most efficient and effective.)

best-selling /best 'selɪŋ/ *adjective* which sells better than any other ○ *These computer disks are our best-selling line.*

bet /bet/ *noun* an amount deposited when you risk money on the result of a race or of a game ■ *verb* to risk money on the result of something ○ *He bet £100 on the result of the election.* ○ *I bet you £25 the dollar will rise against the pound.*

beta /'bi:tə/ *noun* a measurement of the return on investment in a certain stock compared against a one percentage point return on the stock market in general: it shows the volatility in the price of the share compared to the FTSE All-Share Index

beta shares /'bi:tə 'ʃeəz/, **beta securities** /'bi:tə sɪ,kjʊərɪtiz/, **beta stocks** /'bi:tə stɒks/ *plural noun* a group of about 500 shares which are traded on the London Stock Exchange, but not as frequently as the alpha shares (NOTE: Prices of beta shares are quoted on SEAQ, but not the share transactions.)

betting tax /'betɪŋ tæks/ *noun* a tax levied on betting on horses, dogs, etc. (NOTE: **betting – bet – has bet**)

b/f *abbreviation* brought forward

BFE *abbreviation* Baltic Futures Exchange

BGC *abbreviation* bank giro credit

Bhd *abbreviation* berhad

bi- /baɪ/ *prefix* twice □ **bi-monthly** twice a month □ **bi-annually** twice a year

bid /bɪd/ *noun* 1. an offer to buy something at a specific price. ▶ **takeover bid** □ **to make a bid for something** to offer to buy something ○ *We made a bid for the house.* ○ *The company made a bid for its rival.* □ **to make a cash bid** to offer to pay cash for something □ **to put in or enter a bid for something** to offer to buy something, usually in writing 2. an offer to sell something or do a piece of work at a specific price ○ *She made the lowest bid for the job.* ○ *They asked for bids for the supply of spare parts.* ■ *verb* to offer to buy □ **to bid for some-**

thing (*at an auction*) to offer to buy something □ **he bid £1,000 for the jewels** he offered to pay £1,000 for the jewels

bid basis /'bɪd 'beɪsɪs/ *noun* the pricing of unit trusts at a lower bid price to encourage buyers

bidder /'bɪdə/ *noun* a person who makes a bid, usually at an auction ○ *Several bidders made offers for the house.* □ **the property was sold to the highest bidder** to the person who had made the highest bid or who offered the most money □ **the tender will go to the lowest bidder** to the person who offers the best terms or the lowest price for services

bidding /'bɪdɪŋ/ *noun* the act of making offers to buy, usually at an auction □ **the bidding started at £1,000** the first and lowest bid was £1,000 □ **the bidding stopped at £250,000** the last bid, i.e. the successful bid, was for £250,000 □ **the auctioneer started the bidding at £100** the auctioneer suggested that the first bid should be £100

bid market /'bɪd 'mɑ:kɪt/ *noun* a market where there are more bids to buy than offers to sell (NOTE: The opposite is an **offered market**.)

bid-offer price /'bɪd 'ɒfə praɪs/ *noun* a price charged by unit trusts to buyers and sellers of units, based on the bid-offer spread

bid-offer spread /'bɪd 'ɒfə spred/ *noun* the difference between buying and selling prices (i.e. between the bid and offer prices)

bid price /'bɪd praɪs/ *noun* a price at which investors sell shares or units in a unit trust (NOTE: The opposite, i.e. the buying price, is called the **offer price**; the difference between the two is the **spread**.)

bid rate /'bɪd reɪt/ *noun* a rate of interest offered on deposits

Big Bang /bɪg 'bæŋ/ *noun* 1. the change in practices on the London Stock Exchange, with the introduction of electronic trading on October 27th 1986 2. a similar change in financial practices in another country

COMMENT: The changes included the abolition of stock jobbers and the removal of the system of fixed commissions. The Stock Exchange trading floor closed and

deals are now done by phone or computer or on the Internet.

Big Blue /bɪg 'bluː/ *noun* IBM (*informal*)

Big Board /bɪg 'bɔːd/ *noun* US same as **New York Stock Exchange** (*informal*)

'...at the close, the Dow Jones Industrial Average was up 24.25 at 2,559.65, while New York S.E. volume totalled 180m shares. Away from the Big Board, the American S.E. Composite climbed 2.31 to 297.87' [*Financial Times*]

big business /bɪg 'bɪznɪs/ *noun* very large commercial firms

Big Four /bɪg 'fɔː/ *noun* 1. the four large British commercial banks: Barclays, LloydsTSB, HSBC and Natwest (now joined by several former building societies that have become banks) 2. the four largest Japanese securities houses: Daiwa, Nikko, Nomura and Yamaichi

Big Three /bɪg 'θriː/ *noun* US a name for the three big car makers in Detroit, i.e. General Motors (GM), Chrysler and Ford (*informal*)

bilateral /baɪ'læt(ə)rəl/ *adjective* between two parties or countries ○ *The minister signed a bilateral trade agreement.*

bilateral clearing /baɪ'læt(ə)rəl 'klɪərɪŋ/ *noun* the system of annual settlements of accounts between certain countries, where accounts are settled by the central banks

bilateral credit /baɪ'læt(ə)rəl 'kredɪt/ *noun* credit allowed by banks to other banks in a clearing system (to cover the period while cheques are being cleared)

bilateral netting /baɪ'læt(ə)rəl 'netɪŋ/ *noun* the settlement of contracts between two banks to give a new position

bill /bɪl/ *noun* 1. a written list of charges to be paid ○ *The sales assistant wrote out the bill.* ○ *Does the bill include VAT?* ○ *The bill is made out to Smith Ltd.* ○ *The builder sent in his bill.* ○ *She left the country without paying her bills.* 2. a list of charges in a restaurant ○ *Can I have the bill please?* ○ *The bill comes to £20 including service.* 3. a written paper promising to pay money ○ **bills payable (B/P)** bills, especially bills

of exchange, which a company will have to pay to its creditors ○ **bills receivable (B/R)** bills, especially bills of exchange, which are due to be paid by a company's debtors ○ **due bills** bills which are owed but not yet paid. ▶ **bill of exchange** 4. US same as **banknote** ○ *a \$5 bill* (NOTE: The UK term is **note** or **banknote**.) 5. a draft of a new law which will be discussed in Parliament 6. a small poster ○ **'stick no bills'** the unauthorised putting up of posters is prohibited ■ **verb** to present a bill to someone so that it can be paid ○ *The plumbers billed us for the repairs.*

bill broker /'bɪl ,brəʊkə/ *noun* a discount house, a firm which buys and sells bills of exchange for a fee

billing /'bɪlɪŋ/ *noun* the work of writing invoices or bills

billing error /'bɪlɪŋ ,erə/ *noun* a mistake in charging a sum to a credit card

billion /'bɪljən/ one thousand million (NOTE: In the USA, it has always meant one thousand million, but in UK English it formerly meant one million million, and it is still sometimes used with this meaning. With figures it is usually written **bn**: **\$5bn** say 'five billion dollars'.)

'...gross wool receipts for the selling season to end June 30 appear likely to top \$2 billion' [*Australian Financial Review*]

'...at its last traded price the bank was capitalized at around \$1.05 billion' [*South China Morning Post*]

bill of exchange /,bɪl əv ɪks-'tʃeɪndʒ/ *noun* a document, signed by the person authorising it, which tells another person or a financial institution to pay money unconditionally to a named person on a certain date (NOTE: Bills of exchange are usually used for payments in foreign currency.) ○ **to accept a bill** to sign a bill of exchange to show that you promise to pay it ○ **to discount a bill** to buy or sell a bill of exchange at a lower price than that written on it in order to cash it later

COMMENT: A bill of exchange is a document raised by a seller and signed by a purchaser, stating that the purchaser accepts that he owes the seller money, and promises to pay it at a later date. The person raising the bill is the 'drawer'; the person who accepts it is the 'drawee'. The seller can then sell the bill at a discount to

raise cash. This is called a 'trade bill'. A bill can also be accepted (i.e. guaranteed) by a bank, and in this case it is called a 'bank bill'.

bill of lading /bɪl əv 'leɪdɪŋ/ *noun* a list of goods being shipped, which the transporter gives to the person sending the goods to show that the goods have been loaded

bill of sale /bɪl əv 'seɪl/ *noun* a document which the seller gives to the buyer to show that the sale has taken place

BIN *abbreviation* bank identification number

bind /baɪnd/ *verb* **1.** to tie or to attach **2.** to make it a legal duty for someone or something to act in a particular way ○ *The company is bound by its articles of association.* ○ *He does not consider himself bound by the agreement which was signed by his predecessor.* (NOTE: [all senses] **binding – bound**)

binder /'baɪndə/ *noun* **1.** a stiff cardboard cover for papers **2.** US a temporary agreement for insurance sent before the insurance policy is issued (NOTE: The UK term is **cover note**.)

binding /'baɪndɪŋ/ *adjective* which legally forces someone to do something ○ *a binding contract* ○ *This document is not legally binding.* □ **the agreement is binding on all parties** all parties signing it must do what is agreed

birr /bɜː/ *noun* a unit of currency used in Ethiopia

birth rate /'bɜːθ reɪt/ *noun* the number of children born per 1,000 of the population

BIS *abbreviation* Bank for International Settlements

black /blæk/ *noun* □ **in the black, into the black** in or into credit ○ *The company has moved into the black.* ○ *My bank account is still in the black.* ■ **verb** to forbid trading in specific goods or with specific suppliers ○ *Three firms were blacked by the government.* ○ *The union has blacked a trucking firm.*

black economy /blæk ɪ'kɒnəmi/ *noun* goods and services which are paid for in cash, and therefore not declared for tax. Also called **hidden economy**, **parallel economy**, **shadow economy**

Black Friday /blæk 'fraɪdeɪ/ *noun* a sudden collapse on a stock market

(NOTE: Called after the first major collapse of the US stock market on 24th September, 1869.)

blackleg /'blækleg/ *noun* an employee who continues working when there is a strike

black list /'blæk lɪst/ *noun* **1.** a list of goods, people or companies which have been blacked **2.** a list of people considered by an employer to be too dangerous or disruptive to employ

blacklist /'blæk lɪst/ *verb* to put goods, people or a company on a black list ○ *Their firm was blacklisted by the government.*

black market /blæk 'mɑːkɪt/ *noun* the buying and selling of goods or currency in a way which is not allowed by law ○ *There is a flourishing black market in spare parts for cars.* ○ *You can buy gold coins on the black market.* □ **to pay black market prices** to pay high prices to get items which are not easily available

Black Monday /blæk 'mʌndeɪ/ *noun* Monday, 19th October, 1987, when world stock markets crashed

Black Tuesday /blæk 'tʃuːzdeɪ/ *noun* Tuesday, 29th October, 1929, when the US stock market crashed

Black Wednesday /blæk 'wenzdeɪ/ *noun* Wednesday, 16th September, 1992, when the pound sterling left the European Exchange Rate Mechanism and was devalued against other currencies

COMMENT: Not always seen as 'black', since some people believe it was a good thing that the pound left the ERM.

blank /blæŋk/ *adjective* with nothing written on it ■ *noun* a space on a form which has to be completed ○ *Fill in the blanks and return the form to your local office.*

blank cheque /blæŋk 'tʃek/ *noun* a cheque with the amount of money and the payee left blank, but signed by the drawer

blank endorsement /blæŋk ɪn-'dɔːsmənt/ *noun* an endorsement which consists of a signature, and no other details

blanket agreement /'blæŋkɪt ə-'ɡriːmənt/ *noun* an agreement which covers many different items

blanket lien /ˌblæŋkɪt ˈliːən/ *noun* **US** a lien on a person's property (including personal effects)

blind trust /ˈblaɪnd trʌst/ *noun* a trust set up to run a person's affairs without the details of any transaction being known to the person concerned (NOTE: Blind trusts are set up by politicians to avoid potential conflicts of interest.)

blip /blɪp/ *noun* bad economic figures (a higher inflation rate, lower exports, etc.), which only have a short-term effect

'...whether these pressures are just a cyclical blip in a low inflation era, or whether the UK is drifting back to the bad old days will be one of the crucial questions for the stock market this year' [*Financial Times*]

block /blɒk/ *noun* **1.** a series of items grouped together ○ *I bought a block of 6,000 shares.* **2.** a series of buildings forming a square with streets on all sides ○ *They want to redevelop a block in the centre of the town.* □ **a block of offices, an office block** a large building which only contains offices ■ **verb** to stop something taking place ○ *He used his casting vote to block the motion.* ○ *The planning committee blocked the re-development plan.*

block booking /blɒk ˈbʊkɪŋ/ *noun* booking of several seats or rooms at the same time ○ *The company has a block booking for twenty seats on the plane or for ten rooms at the hotel.*

blocked account /blɒkt əˈkaʊnt/ *noun* a bank account which cannot be used, usually because a government has forbidden its use

blocked currency /blɒkt ˈkʌrənsi/ *noun* a currency which cannot be taken out of a country because of government exchange controls ○ *The company has a large account in blocked roubles.*

block trading /blɒk ˈtreɪdɪŋ/ *noun* trading in very large numbers of shares

blowout /ˈbləʊaʊt/ *noun* **US** a rapid sale of the whole of a new stock issue (informal)

Blue Book /bluː ˈbʊk/ *noun* **1.** **GB** an annual publication of national statistics of personal incomes and spending patterns **2.** **US** a document reviewing monetary policy, prepared for the Federal Reserve

blue chip /ˈbluː tʃɪp/ *noun* a very safe investment, a risk-free share in a good company

blue-chip investments /ˌbluː tʃɪp ɪnˈvestmənts/, **blue-chip shares** /ˌbluː tʃɪp ˈseəz/, **blue-chips** /ˈbluː tʃɪps/ *plural noun* low-risk shares in good companies

blue-collar union /bluː ˈkɒlə ˌjuːnjən/ *noun* a trade union formed mainly of blue-collar workers

blue-collar worker /bluː ˈkɒlə ˌwɜːkə/ *noun* a manual worker in a factory

Blue list /ˈbluː lɪst/ *noun* **US** a daily list of municipal bonds and their ratings, issued by Standard & Poor's

blue sky laws /ˌbluː ˈskaɪ lɔːz/ *plural noun* **US** state laws to protect investors against fraudulent traders in securities

bluetooth /ˈbluːtuːθ/ *trademark* a type of technology allowing for communication between mobile phones, computers and the Internet

bn /ˈbɪljən/ *abbreviation* billion

board /bɔːd/ *noun* **1.** ♂ **board of directors** ○ *He sits on the board as a representative of the bank.* ○ *Two directors were removed from the board at the AGM.* **2.** a group of people who run an organisation, trust or society **3.** □ **on board** on a ship, plane or train **4.** a screen on which share prices are posted (on the wall of the trading floor in a Stock Exchange) ■ **verb** to go on to a ship, plane or train ○ *Customs officials boarded the ship in the harbour.*

'CEOs, with their wealth of practical experience, are in great demand and can pick and choose the boards they want to serve on' [*Duns Business Month*]

board meeting /ˈbɔːd ˌmiːtɪŋ/ *noun* a meeting of the directors of a company

board of directors /ˌbɔːd əv daɪˈrektəz/ *noun* **1.** **GB** a group of directors elected by the shareholders to run a company ○ *The bank has two representatives on the board of directors.* **2.** **US** a group of people elected by the shareholders to draw up company policy and to appoint the president and other executive officers who are responsible for managing the company

'...a proxy is the written authorization an investor sends to a stockholder meeting

conveying his vote on a corporate resolution or the election of a company's board of directors' [Barrons]

COMMENT: Directors are elected by shareholders at the AGM, though they are usually chosen by the chairman or chief executive. A board will consist of a chairman (who may be non-executive), a chief executive or managing director, and a series of specialist directors in charge of various activities of the company (such as production director or sales director). The company secretary will attend board meetings, but is not a director. Apart from the executive directors, who are in fact employees of the company, there may be several non-executive directors, appointed either for their expertise and contacts, or as representatives of important shareholders such as banks. These non-executive directors are paid fees. The board of an American company may be made up of a large number of non-executive directors and only one or two executive officers; a British board has more executive directors.

board order /'bɔ:d ɔ:ɪd/ *noun* an order to a stockbroker to buy or sell at a particular price

boardroom /'bɔ:dru:m/ *noun* a room where the directors of a company meet

boardroom battle /,bɔ:dru:m 'bæt(ə)l/ *noun* an argument between directors

boiler room /'bɔɪlə rʊm/ *noun* a room in which telephone sales executives try to sell securities to potential investors

BOJ *abbreviation* Bank of Japan

bolivar /'bɒlɪvə:/ *noun* the unit of currency used in Venezuela

boliviano /bɒ,lɪvɪ'a:nəʊ/ *noun* a unit of currency used in Bolivia (NOTE: Also called the **Bolivian peso**.)

bolsa *noun* the Spanish word for **stock exchange**

Bombay Stock Exchange /,bɒmbeɪ 'stɒk ɪks,tʃeɪndʒ/ *noun* the main stock exchange in India. Abbreviation **BSE**

bona fide /,bəʊnə 'fɑɪdi/ *adjective* trustworthy, which can be trusted □ **a bona fide offer** an offer which is made honestly

bonanza /bə'nænzə/ *noun* great wealth, or a source of great wealth ○

The oil well was a bonanza for the company. ○ Last year was a bonanza year for the electronics industry.

bona vacantia /,bəʊnə və'kæntiə/ *noun* a property with no owner, or which does not have an obvious owner, and which usually passes to the Crown

bond /bɒnd/ *noun* **1.** a contract document promising to repay money borrowed by a company or by the government at a certain date, and paying interest at regular intervals **2.** □ **goods (held) in bond** goods held by customs until duty has been paid □ **entry of goods under bond** bringing goods into a country in bond □ **to take goods out of bond** to pay duty on goods so that they can be released by customs **3.** a form of insurance fund which is linked to a unit trust, but where there is no yield because the income is automatically added to the fund

COMMENT: Bonds are in effect another form of long-term borrowing by a company or government. They can carry a fixed interest or a floating interest, but the yield varies according to the price at which they are bought; bond prices go up and down in the same way as share prices.

bonded /'bɒndɪd/ *adjective* held in bond

bonded warehouse /,bɒndɪd 'weəhəʊs/ *noun* a warehouse where goods are stored until excise duty has been paid

bondholder /'bɒndhəʊldə/ *noun* a person who holds government bonds

bondised /'bɒndaɪzd/, **bondized** *adjective* referring to an insurance fund linked to a unit trust

bond market /'bɒnd mɑ:kit/ *noun* a market in which government or municipal bonds are traded

bond rating /'bɒnd reɪtɪŋ/ *noun* a rating of the reliability of a company or government or local authority which has issued a bond (the highest rating is AAA)

bond-washing /'bɒnd wɒʃɪŋ/ *noun* selling securities cum dividend and buying them back later ex dividend, or selling US Treasury bonds with the interest coupon, and buying them back ex-coupon, so as to reduce tax

bond yield /'bɒnd ʒɪld/ *noun* income produced by a bond, shown as a percentage of its purchase price

bonus /'bəʊnəs/ *noun* an extra payment in addition to a normal payment

bonus issue /,bəʊnəs 'ɪʃu:/ *noun* a scrip issue or capitalisation issue, where a company transfers money from reserves to share capital and issues free extra shares to the shareholders (the value of the company remains the same, and the total market value of shareholders' shares remains the same, the market price being adjusted to account for the new shares). Also called **share split** (NOTE: The US term is **stock dividend** or **stock split**.)

bonus share /'bəʊnəs ʃeə/ *noun* an extra share given to an existing shareholder

book /bʊk/ *noun* 1. a set of sheets of paper attached together □ a **company's books** the financial records of a company 2. □ **to make a book** to have a list of shares which he or she is prepared to buy or sell on behalf of clients

COMMENT: The books of account record a company's financial transactions. These are: sales (sales day book and sales returns book); purchases (purchases day book and purchases returns book); cash payments and receipts (cash book) and adjustments (journal). These books are commonly known as the 'books of prime entry', but in addition, a company's accounting records usually include the ledger accounts (nominal ledger, sales ledger and purchases ledger) which may also be referred to as 'books of account'.

book debts /'bʊk detz/ *plural noun* trade debts as recorded in a company's accounts

bookkeeper /'bʊkki:pə/ *noun* a person who keeps the financial records of a company or an organisation

bookkeeping /'bʊkki:pɪŋ/ *noun* the work of keeping the financial records of a company or an organisation

bookkeeping transaction /'bʊkki:pɪŋ træn,zækʃən/ *noun* a transaction (such as the issue of bonus shares) which involves changes to a company's books of accounts, but does not alter the value of the company in any way

book sales /'bʊk seɪlz/ *plural noun* sales as recorded in the sales book

book-squaring /'bʊk ,skweərɪŋ/ *noun* the process of reducing the dealer's exposure to the market to nil

book value /'bʊk væljʊ:/ *noun* the value of an asset as recorded in the company's balance sheet

bookwork /'bʊkwɜ:k/ *noun* the keeping of financial records

boom /bu:m/ *noun* 1. a time when sales, production or business activity are increasing ○ *a period of economic boom* ○ *the boom of the 1990s* □ **the boom years** years when there is an economic boom 2. a time when anything is increasing ■ **verb** to expand or to become prosperous ○ *business is booming* ○ *sales are booming*

boomer /'bu:mə/ *noun* a person born during a baby boom ○ *Most boomers have not saved enough money for retirement.*

boom industry /'bu:m ,ɪndəstri/ *noun* an industry which is expanding rapidly

booming /'bu:mɪŋ/ *adjective* which is expanding or becoming prosperous ○ *a booming industry or company* ○ *Technology is a booming sector of the economy.*

boom share /'bu:m ʃeə/ *noun* a share in a company which is expanding

boost /bu:st/ *noun* help given to increase something ○ *This publicity will give sales a boost.* ○ *The government hopes to give a boost to industrial development.* ■ **verb** to make something increase ○ *We expect our publicity campaign to boost sales by 25%.* ○ *The company hopes to boost its market share.* ○ *Incentive schemes are boosting production.*

'...the company expects to boost turnover this year to FFfr 16bn from FFfr 13.6bn last year' [Financial Times]

BOP *abbreviation* balance of payments

border /'bɔ:də/ *noun* a frontier between two countries

borderline case /'bɔ:dəlaɪn keɪs/ *noun* a worker who may or may not be recommended for a particular type of treatment, such as for promotion or dismissal

border tax adjustment /'bɔ:də tæks ədʒəstmənt/ *noun* a deduction of indirect tax paid on goods being exported or imposition of local indirect tax on goods being imported

borrow /'bɒrəʊ/ *verb* **1.** to take money from someone for a time, possibly paying interest for it, and repaying it at the end of the period ○ *She borrowed £1,000 from the bank.* ○ *The company had to borrow heavily to repay its debts.* ○ *They borrowed £25,000 against the security of the factory.* **2.** to buy at spot prices and sell forward at the same time

borrower /'bɒrəʊə/ *noun* a person who borrows ○ *Borrowers from the bank pay 12% interest.*

borrowing /'bɒrəʊɪŋ/ *noun* the action of borrowing money ○ *The new factory was financed by bank borrowing.*

'...we tend to think of building societies as having the best borrowing rates and indeed many do offer excellent terms' [*Financial Times*]

borrowing costs /'bɒrəʊɪŋ kɒsts/ *plural noun* the interest and other charges paid on money borrowed

borrowing power /'bɒrəʊɪŋ paʊə/ *noun* the amount of money which a company can borrow

borrowings /'bɒrəʊɪŋz/ *plural noun* money borrowed ○ *The company's borrowings have doubled.*

COMMENT: Borrowings are sometimes shown as a percentage of shareholders' funds (i.e. capital and money in reserves); this gives a percentage which is the 'gearing' of the company.

borrow short /'bɒrəʊ ʃɔ:t/ *verb* to borrow for a short period

borsa *noun* the Italian word for **stock exchange**

Börse *noun* the German word for **stock exchange**

bottom /'bɒtəm/ *noun* the lowest part or point □ **sales have reached rock bottom** the very lowest point of all □ **the bottom has fallen out of the market** sales have fallen below what previously seemed to be the lowest point □ **rock-bottom price** the lowest price of all □ **to go bottom up** to crash or to go into liquidation ■ **verb** to reach the lowest point

bottom feeder /,bɒtəm 'fi:də/ *noun* a someone who tries to buy shares when

they are falling or have fallen substantially, in the hope that they will rise again (*informal*)

bottom fishing /'bɒtəm ˌfɪʃɪŋ/ *noun* the act of buying shares when they are falling or have fallen substantially, in the hope that they will rise again (*informal*)

bottom line /,bɒtəm 'laɪn/ *noun* **1.** the last line on a balance sheet indicating profit or loss **2.** the final decision on a matter ○ *The bottom line was that any workers showing dissatisfaction with conditions would be fired.*

bought /bɔ:t/ ◊ **buy**

bought deal /bɔ:t 'di:l/ *noun* a method of selling shares in a new company or selling an issue of new shares in an existing company, where securities houses guarantee to buy all the shares on offer at a fixed price

bought ledger /'bɔ:t ˌledʒə/ *noun* a book in which purchases are recorded

bought ledger clerk /,bɔ:t ˌledʒə ˌklɜ:k/ *noun* an office worker who deals with the bought ledger or the sales ledger

bounce /baʊns/ *verb* to be returned by the bank to the person who has tried to cash it, because there is not enough money in the payer's account to pay it ○ *He paid for the car with a cheque that bounced.*

bounty /'baʊnti/ *noun* a government subsidy made to help an industry

bourse *noun* the French word for **stock exchange** (NOTE: In English, the word is often used of European stock exchanges in general.)

boutique /bu:'ti:k/ *noun* **1.** a section of a department store selling up-to-date clothes **2.** a small financial institution offering specialist advice or services

box file /'bɒks faɪl/ *noun* a cardboard box for holding documents

box number /'bɒks ˌnʌmbə/ *noun* a reference number used when asking for mail to be sent to a post office or when asking for replies to an advertisement to be sent to the newspaper's offices ○ *Please reply to Box No. 209.*

boycott /'bɔɪkɒt/ *noun* a refusal to buy or to deal in certain products ○ *The union organised a boycott against or of imported cars.* ■ **verb** to refuse to buy

or deal in a product ○ *We are boycotting all imports from that country.* □ **the management has boycotted the meeting** the management has refused to attend the meeting

bracket /'brækt/ *noun* a group of items or people taken together □ **people in the middle-income bracket** people with average incomes, not high or low □ **she is in the top tax bracket** she pays the highest level of tax

bracket together /,brækt tə'geðə/ *verb* to treat several items together in the same way ○ *In the sales reports, all the European countries are bracketed together.*

branch /brɑ:ntʃ/ *noun* the local office of a bank or large business, or a local shop which is part of a large chain

branch manager /brɑ:ntʃ 'mænɪdʒə/ *noun* a person in charge of a branch of a company

'...a leading manufacturer of business, industrial and commercial products requires a branch manager to head up its mid-western Canada operations based in Winnipeg' [*Globe and Mail (Toronto)*]

branch office /brɑ:ntʃ 'ɒfɪs/ *noun* a less important office, usually in a different town or country from the main office

brand loyalty /brænd 'lɔ:lti/ *noun* the feeling of trust and satisfaction that makes a customer always buy the same brand of product

brand name /'brænd neɪm/ *noun* a name of a particular make of product

breach /bri:tʃ/ *noun* a failure to carry out the terms of an agreement □ **the company is in breach of contract** it has failed to carry out the duties of the contract

breach of contract /,bri:tʃ əv 'kɒntrækt/ *noun* the failure to do something which has been agreed in a contract □ **the company is in breach of contract** the company has failed to do what was agreed in the contract

breach of trust /,bri:tʃ əv 'trʌst/ *noun* a situation where a person does not act correctly or honestly when people expect him or her to

breach of warranty /,bri:tʃ əv 'wɒrənti/ *noun* 1. the act of supplying goods which do not meet the standards of the warranty applied to them 2. a fail-

ure to do something which is a part of a contract

break /breɪk/ *noun* 1. a sharp fall in share prices 2. a lucky deal or good opportunity ■ **verb** 1. □ **to break even** to balance costs and receipts, but not make a profit ○ *Last year the company only just broke even.* ○ *We broke even in our first two months of trading.* 2. to fail to carry out the duties of a contract ○ *The company has broken the contract or the agreement by selling at a lower price.* □ **to break an engagement to do something** not to do what has been agreed 3. to cancel a contract ○ *The company is hoping to be able to break the contract.* (NOTE: [all verb senses] **breaking – broke – has broken**)

break down /,breɪk 'daʊn/ *verb* 1. to stop working because of mechanical failure ○ *The fax machine has broken down.* 2. to stop ○ *Negotiations broke down after six hours.* 3. to show all the items in a total list of costs or expenditure ○ *We broke the expenditure down into fixed and variable costs.*

breakdown /'breɪkdaʊn/ *noun* 1. an act of stopping working because of mechanical failure ○ *We cannot communicate with our Nigerian office because of the breakdown of the telephone lines.* 2. an act of stopping talking ○ *a breakdown in wage negotiations* 3. an act of showing details item by item ○ *Give me a breakdown of investment costs.*

breakeven point /breɪk'i:v(ə)n pɔɪnt/ *noun* a point at which sales cover costs, but do not show a profit

break-out /'breɪk aʊt/ *noun* a movement of a share price above or below its previous trading level

breakpoint /'breɪkpɔɪnt/ *noun* a level of deposits in an account that triggers a new higher level of interest

break up /breɪk 'ʌp/ *verb* to split something large into small sections ○ *The company was broken up and separate divisions sold off.*

break-up value /'breɪk ʌp 'vælju:/ *noun* 1. the value of the material of a fixed asset ○ *What would the break-up value of our old machinery be?* ○ *Scrap merchants were asked to estimate the tractors' break-up value.* 2. the value of various parts of a company taken separately

Bretton Woods Agreement *noun* an international agreement reached in 1944, setting up the International Monetary Fund and the World Bank, and a system of fixed exchange rates between currencies

bribe /braɪb/ *noun* money given secretly and usually illegally to someone in authority to get them to help ○ *The minister was dismissed for taking bribes.* ■ *verb* to pay someone money secretly and usually illegally to get them to do something for you

bricks-and-mortar /ˈbrɪks ən ˈmɔːtə/ *adjective* 1. conducting business in the traditional way in buildings such as shops and warehouses and not being involved in e-commerce. Compare **clicks-and-mortar** 2. referring to the fixed assets of a company, especially its buildings

bridge finance /ˈbrɪdʒ ˌfaɪnæns/ *noun* loans to cover short-term needs

bridging loan /ˈbrɪdʒɪŋ ləʊn/ *noun* a short-term loan to help someone buy a new house when the old one has not yet been sold (NOTE: The US term is **bridge loan**.)

bring /brɪŋ/ *verb* to come to a place with someone or something ○ *He brought his documents with him.* ○ *The finance director brought her assistant to take notes of the meeting.* (NOTE: **bringing – brought**) □ **to bring a lawsuit against someone** to tell someone to appear in court to settle an argument

bring down /ˌbrɪŋ ˈdaʊn/ *verb* 1. to reduce ○ *Petrol companies have brought down the price of oil.* 2. same as **bring forward**

bring forward /ˌbrɪŋ ˈfɔːwəd/ *verb* 1. to make something take place earlier ○ *to bring forward the date of repayment* ○ *The date of the next meeting has been brought forward to March.* 2. to take an account balance from the end of the previous period as the starting point for the current period ○ *Balance brought forward: £365.15*

bring in /ˌbrɪŋ ˈɪn/ *verb* to earn an amount of interest ○ *The shares bring in a small amount.*

brisk /brɪsk/ *adjective* characterised by a lot of activity ○ *sales are brisk* ○ *a brisk market in technology shares* ○ *The*

market in oil shares is particularly brisk.

British Bankers' Association /ˌbrɪtɪʃ ˈbæŋkəz əˌsəʊsɪeɪʃ(ə)n/ *noun* an organisation representing British banks. Abbreviation **BBA**

broad tape /brɔːd ˈteɪp/ *noun* US a news service giving general information about securities and commodities

broker /ˈbrəʊkə/ *noun* 1. a dealer who acts as a middleman between a buyer and a seller 2. □ **(stock)broker** a person or firm that buys and sells shares or bonds on behalf of clients

brokerage /ˈbrəʊkərɪdʒ/ *noun* 1. payment to a broker for a deal carried out 2. same as **broking**

brokerage firm /ˈbrəʊkərɪdʒ fɜːm/, **brokerage house** /ˈbrəʊkərɪdʒ haʊs/ *noun* a firm which buys and sells shares for clients

brokerage rebates /ˈbrəʊkərɪdʒ ˌrɪːbeɪts/ *plural noun* the percentage of the commission paid to a broker which is returned to the customer as an incentive to do more business

broker-dealer /ˌbrəʊkə ˈdiːlə/ *noun* a dealer who makes a market in shares (i.e. buys shares and holds them for resale) and also deals on behalf of investor clients

broker's commission /ˌbrəʊkəz kəˈmɪʃ(ə)n/ *noun* the payment to a broker for a deal which he or she has carried out (NOTE: Formerly, the commission charged by brokers on the London Stock Exchange was fixed, but since 1986, commissions have been variable.)

broking /ˈbrəʊkɪŋ/ *noun* the business of dealing in stocks and shares

BSA *abbreviation* Building Societies Association

BSE Index /ˌbiː es ˈiː ˌɪndeks/ *noun* an index of prices on the Indian Stock Exchange. Full form **Bombay Stock Exchange Index**

B shares /ˈbiː ʃeəz/ *plural noun* ordinary shares with special voting rights (often owned by the founder of a company and his family). See Comment at **A shares**

buck /bʌk/ *noun* US a dollar (*informal*) □ **to make a quick buck** to make a

profit very quickly ■ *verb* □ **to buck the trend** to go against the trend

bucket shop /'bʌkɪt ʃɒp/ *noun* **1.** *US* a dishonest stockbroking firm where customers' orders to buy and sell stock are treated as bets on the rise and fall of prices **2.** a firm of brokers or dealers that sells shares that may be worthless **3.** a brokerage firm which tries to push the sale of certain securities

'...at last something is being done about the thousands of bucket shops across the nation that sell investment scams by phone' [*Forbes Magazine*]

budget /'bʌdʒɪt/ *noun* **1.** a plan of expected spending and income for a period of time ○ *to draw up a budget for salaries for the coming year* ○ *We have agreed the budgets for next year.* **2.** □ **the Budget** the annual plan of taxes and government spending proposed by a finance minister. In the UK, the budget is drawn up by the Chancellor of the Exchequer. ○ *The minister put forward a budget aimed at boosting the economy.* □ **to balance the budget** to plan income and expenditure so that they balance ○ *The president is planning for a balanced budget.* ■ *adjective* cheap □ **budget prices** low prices ■ *verb* to plan probable income and expenditure ○ *We are budgeting for £10,000 of sales next year.*

'...he budgeted for further growth of 150,000 jobs (or 2.5 per cent) in the current financial year' [*Sydney Morning Herald*]

'...the Federal government's budget targets for employment and growth are within reach according to the latest figures' [*Australian Financial Review*]

budget account /'bʌdʒɪt əˌkaʊnt/ *noun* a bank account where you plan income and expenditure to allow for periods when expenditure is high, by paying a set amount each month

budgetary /'bʌdʒɪt(ə)rɪ/ *adjective* referring to a budget

budgetary control /,bʌdʒɪt(ə)rɪ kən'trəʊl/ *noun* controlled spending according to a planned budget

budgetary policy /,bʌdʒɪt(ə)rɪ 'pɒlɪsi/ *noun* the policy of planning income and expenditure

budgetary requirements /,bʌdʒɪt(ə)rɪ rɪ'kwaɪəməntz/ *plural noun* the rate of spending or income required to meet the budget forecasts

budget deficit /'bʌdʒɪt ˌdefɪsɪt/ *noun* **1.** a deficit in a country's planned budget, where income from taxation will not be sufficient to pay for the government's expenditure **2.** a deficit in personal finances where a household will borrow to finance large purchases which cannot be made out of income alone

budget department /'bʌdʒɪt dɪˌpɑːtmənt/ *noun* a department in a large store which sells cheaper goods

budgeting /'bʌdʒɪtɪŋ/ *noun* the preparation of budgets to help plan expenditure and income

budget surplus /,bʌdʒɪt 'sɜːpləs/ *noun* a situation where there is more revenue than was planned for in the budget

budget variance /,bʌdʒɪt 'veəriəns/ *noun* the difference between the cost as estimated for a budget and the actual cost

buffer stocks /'bʌfə stɒks/ *plural noun* stocks of a commodity bought by an international body when prices are low and held for resale at a time when prices have risen, with the intention of reducing sharp fluctuations in world prices of the commodity

building and loan association /ˌbɪldɪŋ ən 'ləʊn əsəʊsi,eɪʃ(ə)n/ *noun* *US* same as **savings and loan**

Building Societies Association /'bɪldɪŋ səˌsaɪətɪz əˌsəʊsi,eɪʃ(ə)n/ *noun* an organisation representing building societies. Abbreviation **BSA**

Building Societies Ombudsman /'bɪldɪŋ səˌsaɪətɪz ɒmbʊdzmən/ *noun* an official whose duty is to investigate complaints by members of the public against building societies (NOTE: All building societies belong to the Building Societies Ombudsman Scheme.)

building society /'bɪldɪŋ səˌsaɪəti/ *noun* a financial institution which accepts and pays interest on deposits, and lends money to people who are buying property against the security of the property which is being bought ○ *We put our savings into a building society or into a building society account.* ○ *I have an account with the Nationwide Building Society.* ○ *I saw the building society manager to ask for a mortgage.*

COMMENT: Building societies mainly invest the money deposited with them as mortgages on properties, but a percentage is invested in government securities. Societies can now offer a range of banking services, such as cheque books, standing orders, overdrafts, etc., and now operate in much the same way as banks. Indeed, many building societies have changed from 'mutual status', where the owners of the society are its investors and borrowers, to become publicly-owned banks whose shares are bought and sold on the stock exchange. The comparable US institutions are the savings & loan associations, or 'thrifts'.

build into /'bɪld ɪntuː/ *verb* to include something in something which is being set up ○ *You must build all the forecasts into the budget.* □ **we have built 10% for contingencies into our cost forecast** we have added 10% to our basic forecast to allow for items which may appear suddenly

build up /'bɪld ʌp/ *verb* **1.** to create something by adding pieces together ○ *She bought several shoe shops and gradually built up a chain.* **2.** to expand something gradually ○ *to build up a profitable business* ○ *to build up a team of sales representatives*

buildup /'bɪldʌp/ *noun* a gradual increase ○ *a buildup in sales* or *a sales buildup* ○ *There will be a big publicity buildup before the launch of the new model.* ○ *There has been a buildup of complaints about customer service.*

bulk buying /bʌlk 'baɪɪŋ/ *noun* the act of buying large quantities of goods at low prices

bulk carrier /bʌlk 'kæriə/ *noun* a ship which carries large quantities of loose goods such as corn or coal

bulk purchase /bʌlk 'pɜːtʃɪs/ *noun* an act of buying a large quantity of goods at low prices

bull /bʊl/ *noun* STOCK EXCHANGE a person who believes the market will rise, and therefore buys shares, commodities or currency to sell at a higher price later (NOTE: The opposite is a bear.)

'...lower interest rates are always a bull factor for the stock market' [*Financial Times*]

bulldog bond /'bʊldɒg bɒnd/ *noun* a bond issued in sterling in the UK mar-

ket by a non-British corporation. Compare **samurai bond**, **Yankee bond**

bullet /'bʊlɪt/ *noun* US a repayment of the capital of a loan when it matures

bullet bond /'bʊlɪt bɒnd/ *noun* US a eurobond which is only redeemed when it is mature (NOTE: Bullet bonds are used in payments between central banks and also act as currency backing.)

bullet loan /'bʊlɪt ləʊn/ *noun* US a loan which is repaid in a single payment

bullion /'bʊliən/ *noun* a gold or silver bars ○ *A shipment of gold bullion was stolen from the security van.* ○ *The price of bullion is fixed daily.*

bullion bank /'bʊliən bæŋk/ *noun* a bank which holds bullion for customers

bullish /'bʊlɪʃ/ *adjective* optimistic, feeling that prices of shares will rise

'...another factor behind the currency market's bullish mood may be the growing realisation that Japan stands to benefit from the current combination of high domestic interest rates and a steadily rising exchange rate' [*Far Eastern Economic Review*]

'...currency traders chose to ignore better unemployment statistics from France, preferring to focus on the bullish outlook for the dollar' [*Times*]

bull market /'bʊl mɑːkɪt/ *noun* a period when share prices rise because people are optimistic and buy shares (NOTE: The opposite is a **bear market**.)

bull position /'bʊl pəˌzɪʃ(ə)n/ *noun* STOCK EXCHANGE a strategy of buying shares in the hope that they will rise

bumping /'bʌmpɪŋ/ *noun* **1.** US a lay-off procedure that allows an employee with greater seniority to displace a more junior employee ○ *The economic recession led to extensive bumping in companies where only the most qualified were retained for some jobs.* ○ *The trade unions strongly objected to bumping practices since they considered that many employees were being laid off unfairly.* **2.** the situation where a senior employee takes the place of a junior (in a restaurant)

Bund *noun* a German government bond

Bundesobligation *noun* a German medium-term note, which cannot be bought by non-German buyers

bundle /'bʌnd(ə)l/ *noun* □ **to make a bundle** to make a lot of money (*informal*)

bundling /'bʌnd(ə)lɪŋ/ *noun* the action of selling various financial services together as a package, such as a mortgage and house insurance

buoyant /'bɔɪənt/ *adjective* referring to a market where share prices are rising continuously

bureau de change /,bjʊərəʊ də 'ʃɒŋz/ *noun* an office where you can change foreign currency

business /'biznis/ *noun* **1.** work in buying, selling or doing other things to make a profit ○ *We do a lot of business with Japan.* ○ *Business is expanding.* ○ *Business is slow.* ○ *Repairing cars is 90% of our business.* ○ *We did more business in the week before Christmas than we usually do in a month.* ○ *Strikes are very bad for business.* ○ *What's your line of business?* □ **to be in business** to run a commercial firm □ **on business** doing commercial work ○ *She had to go abroad on business.* ○ *The chairman is in Holland on business.* **2.** a commercial company ○ *He owns a small car repair business.* ○ *She runs a business from her home.* ○ *I set up in business as an insurance broker.* **3.** affairs discussed ○ *The main business of the meeting was finished by 3 p.m.*

business address /'biznis ə,dres/ *noun* the details of number, street and town where a company is located

business agent /'biznis ˌeɪdʒənt/ *noun* *US* the chief local official of a trade union

business call /'biznis kɔ:l/ *noun* a visit to talk to someone about business

business card /'biznis kɑ:d/ *noun* a card showing a businessperson's name and the name and address of the company he or she works for

business centre /'biznis ˌsentə/ *noun* the part of a town where the main banks, shops and offices are located

business computer /'biznis kəmˌpjʊ:tə/ *noun* a powerful small computer programmed for special business uses

business correspondence /'biznis kɔriˌspɒndəns/ *noun* letters concerned with a business

business correspondent /'biznis kɔriˌspɒndənt/ *noun* a journalist who writes articles on business news for newspapers

business customer /'biznis ˌkʌstəmə/ *noun* company which has an account with a bank

business cycle /'biznis ˌsaɪk(ə)l/ *noun* the period during which trade expands, slows down and then expands again. Also called **trade cycle**

business day /'biznis dei/ *noun* a day (a normal weekday) when banks and stock exchanges are open for business

business expenses /'biznis ɪkˌspensɪz/ *plural noun* money spent on running a business, not on stock or assets

business hours /'biznis aʊəz/ *plural noun* the time when a business is open, usually 9.00 a.m. to 5.30 p.m.

business magazine /'biznis ˌmæɡəziːn/ *noun* a magazine dealing with business affairs

businessman /'biznɪsmæn/ *noun* a man engaged in business

business plan /'biznis plæn/ *noun* a document drawn up to show how a business is planned to work, with cash flow forecasts, sales forecasts, etc., often used when trying to raise a loan, or when setting up a new business

business rate /'biznis reɪt/ *noun* tax levied on business property (NOTE: The US term is **local property tax**.)

business ratepayer /ˌbiznəs ˌreɪtˈpeɪə/ *noun* a business which pays local taxes on a shop, office, factory, etc.

business-to-business /ˌbiznɪs tə ˈbiznɪs/ *adjective* full form of **B2B**

business-to-consumer /ˌbiznɪs tə kənˈsjuːmə/ *adjective* full form of **B2C**

business transaction /'biznis trænˌzækʃən/ *noun* an act of buying or selling

businesswoman /ˌbiznɪsmæn/ *noun* a woman engaged in business

busted bonds /'bʌstɪd bɒndz/ *noun* old shares or bonds which are no longer marketable, though the certificates may still have a value as collectors' items

butterfly spread /'bʌtəflaɪ spred/ *noun* an act of buying two call options

and selling two call options, with different dates and prices, all at the same time

buy /baɪ/ *verb* to get something by paying money ○ *to buy wholesale and sell retail* ○ *to buy for cash* ○ *He bought 10,000 shares.* ○ *The company has been bought by its leading supplier.* (NOTE: **buying – bought**)

buy back /,baɪ 'bæk/ *verb* **1.** to buy something which you sold earlier ○ *She sold the shop last year and is now trying to buy it back.* **2.** to buy its own shares

buyback /'baɪbæk/ *noun* **1.** a type of loan agreement to repurchase bonds or securities at a later date for the same price as they are being sold **2.** an international trading agreement where a company builds a factory in a foreign country and agrees to buy all its production **3.** the continuation of a life assurance cover after a claim has been paid on critical illness under a policy that provides cover against both critical illness and death

'...the corporate sector also continued to return cash to shareholders in the form of buy-backs, while raising little money in the form of new or rights issues' [*Financial Times*]

buydown /'baɪdaʊn/ *noun* *US* the action of paying extra money to a mortgage in order to get a better rate in the future

buyer /'baɪə/ *noun* **1.** a person who buys □ **there were no buyers** no one wanted to buy **2.** a person who buys stock on behalf of a trading organisation for resale or for use in production

buyer's market /'baɪəz ,mɑːkɪt/ *noun* a market where products are sold cheaply because there are few people who want to buy them (NOTE: The opposite is **seller's market**.)

buy forward /baɪ 'fɔːwəd/ *verb* to buy foreign currency before you need it, in order to be sure of the exchange rate

buy in /,baɪ 'ɪn/ *verb* **1.** (of a seller at an auction) to buy the thing which you are trying to sell because no one will pay the price you want **2.** to buy stock to cover a position **3.** (of a company) to buy its own shares

buying /'baɪɪŋ/ *noun* the act of getting something for money

buying department /'baɪɪŋ dɪ- ,pɑːtmənt/ *noun* the department in a company which buys raw materials or goods for use in the company

buying power /'baɪɪŋ ,paʊə/ *noun* the ability to buy ○ *The buying power of the pound has fallen over the last five years.*

buyout /'baɪaʊt/ *noun* the purchase of a controlling interest in a company

'...we also invest in companies whose growth and profitability could be improved by a management buyout' [*Times*]

'...in a normal leveraged buyout, the acquirer raises money by borrowing against the assets or cash flow of the target company' [*Fortune*]

buy to let /,baɪ tə 'let/ *verb* a situation where a property is bought as an investment to rent out rather than live in

BV *noun* a Dutch public limited company. Full form **besloten vennootschap**

bylaws /'baɪləʊz/ *plural noun* *US* rules governing the internal running of a corporation (the number of meetings, the appointment of officers, etc.) (NOTE: In the UK, these are called **Articles of Association**.)

by-product /'baɪ ,prɒdʌkt/ *noun* a product made as a result of manufacturing a main product

C

CA *abbreviation* chartered accountant

CAB *abbreviation* Citizens Advice Bureau

cable /'keɪb(ə)l/ *noun* **1.** a telegram, a message sent by telegraph ○ *He sent a cable to his office asking for more money.* **2.** a spot exchange rate for the dollar and sterling ■ *verb* to send a message or money by telegraph ○ *He cabled his office to ask them to send more money.* ○ *The office cabled him £1,000 to cover his expenses.* ○ *The money was cabled to the Spanish bank.*

cable address /'keɪb(ə)l ədres/ *noun* a short address for sending cables

cable transfer /'keɪb(ə)l ˌtrænsfɜː/ *noun* a transfer of money by telegraph

CAC 40 /,siː eɪ siː 'fɔːtɪl/, **CAC 40 index** *noun* an index of prices on the Paris Stock Exchange, based on the prices of forty leading shares

CAD /kæd/ *abbreviation* cash against documents

cage /keɪdʒ/ *noun* **US 1.** the part of a broking firm where the paperwork involved in buying and selling shares is processed (NOTE: The UK term is **back office**.) **2.** a section of a bank where a teller works (surrounded by glass windows)

caisse d'épargne *noun* the French word for **savings bank**

caja popular *noun* the Spanish word for **savings bank**

calculate /'kælkjuleɪt/ *verb* **1.** to find the answer to a problem using numbers ○ *The bank clerk calculated the rate of exchange for the dollar.* **2.** to estimate ○ *I calculate that we have six months' stock left.*

calculation /,kælkjuːleɪʃ(ə)n/ *noun* the answer to a problem in mathematics ○ *According to my calculations, we have six months' stock left.* □ **we are**

£20,000 out in our calculations we have made a mistake in our calculations and arrived at a figure which is £20,000 too much or too little

calculator /'kælkjuleɪtə/ *noun* an electronic machine which does calculations such as adding, subtracting and multiplying ○ *He worked out the discount on his calculator.*

calendar /'kælɪndə/ *noun* **1.** a book or set of sheets of paper showing the days and months in a year, often attached to pictures **2.** a list of dates, especially a list of dates of new share issues

calendar month /'kælɪndə mənθ/ *noun* a whole month as on a calendar, from the 1st to the 30th or 31st ○ *Ninety days' credit is almost three calendar months.*

calendar year /'kælɪndə jɪə/ *noun* a year from the 1st January to 31st December

call /kɔːl/ *noun* **1.** a conversation on the telephone □ **to make a call** to dial and speak to someone on the telephone □ **to take a call** to answer the telephone □ **to log calls** to note all details of telephone calls made **2.** a demand for repayment of a loan by a lender **3.** **FIN** a demand to pay for new shares which then become paid up **4.** **FIN** a price established during a trading session **5.** a visit ○ *The salespeople make six calls a day.* ■ *verb* **1.** to ask for a loan to be repaid immediately **2.** to telephone someone ○ *I'll call you at your office tomorrow.* **3.** □ **to call on someone** to visit someone ○ *Our salespeople call on their best accounts twice a month.* **4.** to ask for or order something to be done ○ *to call a meeting* □ **the union called a strike** the union told its members to go on strike

callable bond /'kɔ:ləb(ə)l bɒnd/ *noun* a bond which can be redeemed before it matures

callable capital /,kɔ:ləb(ə)l 'kæpɪt(ə)l/ *noun* the part of a company's capital which has not been called up

call-back pay /'kɔ:l bæ k peɪ/ *noun* pay given to an employee who has been called back to work after their normal working hours

called up capital /,kɔ:ld ʌp 'kæpɪt(ə)l/ *noun* a share capital in a company which has been called up but not yet paid for

'...a circular to shareholders highlights that the company's net assets as at August 1, amounted to £47.9 million – less than half the company's called-up share capital of £96.8 million. Accordingly, an EGM has been called for October 7' [Times]

call in /,kɔ:l 'ɪn/ *verb* to ask for a debt to be paid

call loan /'kɔ:l ləʊn/ *noun* a bank loan repayable at call

call money /'kɔ:l ,mʌni/ *noun* money loaned for which repayment can be demanded without notice. Also called **money at call**, **money on call**

call option /'kɔ:l ,ɒpʃən/ *noun* an option to buy shares at a future date and at a specific price (NOTE: The opposite, an option to sell, is a **put option**.)

call-over price /,kɔ:l 'əʊvə praɪs/ *noun* a price which is applied when selling is conducted by a chairman, and not by open outcry

call price /'kɔ:l praɪs/ *noun* STOCK EXCHANGE a price to be paid on redemption of a US bond

call purchase /'kɔ:l ,pɜ:tʃɪs/, **call sale** /'kɔ:l seɪl/ *noun* STOCK EXCHANGE a transaction where the seller or purchaser can fix the price for future delivery

call rate /'kɔ:l reɪt/ *noun* 1. the number of calls per day or per week which a salesperson makes on customers 2. a rate of interest on money at call

call rule /'kɔ:l ru:l/ *noun* STOCK EXCHANGE a price fixed on a Stock Exchange at the end of a day's trading and which remains valid until trading starts again the next day

call up /,kɔ:l ʌp/ *verb* to ask for share capital to be paid

calm /kɑ:m/ *adjective* quiet, not excited ○ *The markets were calmer after the government statement on the exchange rate.*

cambio *noun* the Spanish word for **foreign exchange**

cambiste *noun* the French word for a **foreign exchange broker**

cancel /'kænsəl/ *verb* 1. to stop something which has been agreed or planned ○ *to cancel an appointment or a meeting* ○ *The government has cancelled the order for a fleet of buses.* ○ *The manager is still ill, so the interviews planned for this week have been cancelled.* (NOTE: **cancelling – cancelled**) 2. □ **to cancel** a cheque to stop payment of a cheque which has been signed

cancellation /,kænsə'leɪʃ(ə)n/ *noun* the act of stopping something which has been agreed or planned ○ *the cancellation of an appointment* ○ *the cancellation of an agreement*

cancellation clause /,kænsə'leɪʃ(ə)n klɔ:z/ *noun* a clause in a contract which states the terms on which the contract may be cancelled

cancel out /,kænsəl 'aʊt/ *verb* (of two things) to balance each other or act against each other so that there is no change in the existing situation ○ *The two clauses cancel each other out.* ○ *Higher costs have cancelled out the increased sales revenue.*

candlestick chart /'kænd(ə)lstɪk tʃɑ:t/ *noun* a chart similar to a bar chart, but showing the opening and close as well as the high and low figures for a particular period. These are shown as lines standing up on top of the body of the chart or hanging down beneath it, so that they look a little like the wick on a candle.

cap /kæp/ *noun* 1. an upper limit placed on something, such as an interest rate (the opposite, i.e. a lower limit, is a 'floor') 2. same as **capitalisation** (informal) ○ *Last year the total market cap of all the world's gold companies fell from \$71 billion to \$46 billion.* ■ *verb* to place an upper limit on something ○ *to cap a local authority's budget* ○ *to cap a department's budget* (NOTE: **capping – capped**)

CAP *abbreviation* Common Agricultural Policy

capacity /kə'pæsɪti/ *noun* **1.** the amount which can be produced, or the amount of work which can be done ○ *industrial or manufacturing or production capacity* □ **to work at full capacity** to do as much work as possible **2.** the amount of space **3.** ability ○ *She has a particular capacity for detailed business deals with overseas companies.* **4. (of a borrower)** the ability to pay back a loan **5.** □ **speaking in an official capacity** speaking officially

'...analysts are increasingly convinced that the industry simply has too much capacity' [*Fortune*]

capacity utilisation /kə,pæsəti ˌjʊtɪlaɪ'zeɪʃ(ə)n/ *noun* the fact of using something as much as possible

cap and collar /ˌkæp ən 'kɒlə/ *noun* an agreement giving both an upper and a lower limit to a loan

capita /'kæpɪtə/ *per capita*

capital /'kæpɪt(ə)l/ *noun* **1.** the money, property and assets used in a business ○ *a company with £10,000 capital or with a capital of £10,000* **2.** money owned by individuals or companies, which they use for investment □ **flight of capital** the rapid movement of capital out of one country because of lack of confidence in that country's economic future

'...issued and fully paid capital is \$100 million, comprising 2340 shares of \$100 each and 997,660 ordinary shares of \$100 each' [*Hongkong Standard*]

capital account /'kæpɪt(ə)l əˌkaʊnt/ *noun* **1.** an account of dealings such as money invested in or taken out of the company by the owners of a company **2.** items in a country's balance of payments which do not refer to the buying and selling merchandise, but refer to investments **3.** the total equity in a business

capital adequacy /ˌkæpɪt(ə)l 'ædɪkwəsi/, **capital adequacy ratio** /ˌkæpɪt(ə)l 'ædɪkwəsi ˌreɪʃiəʊ/ *noun* the amount of money which a bank has to have in the form of shareholders' capital, shown as a percentage of its assets. Also called **capital-to-asset ratio** (NOTE: The amount is internationally agreed at 8%.)

capital allowances /ˌkæpɪtl əˈləʊənsɪz/ *plural noun* the allowances based on the value of fixed assets which

may be deducted from a company's profits and so reduce its tax liability

COMMENT: Under current UK law, depreciation is not allowable for tax on profits, whereas capital allowances, based on the value of fixed assets owned by the company, are tax-allowable.

capital asset pricing model /ˌkæpɪt(ə)l ˌæset 'praɪsɪŋ ˌmɒd(ə)l/ *noun* method of calculating the expected return on a share, by showing what percentage of future return is dependent on the movements of the stock market taken as a whole. Abbreviation **CAPM**

capital assets /ˌkæpɪt(ə)l 'æsets/ *plural noun* the property, machines and other assets, which a company owns and uses but which it does not buy and sell as part of its regular trade. Also called **fixed assets**

capital base /ˌkæpɪt(ə)l 'beɪs/ *noun* the capital structure of a company (shareholders' capital plus certain loans and retained profits) used as a way of assessing the company's worth

capital bonus /ˌkæpɪt(ə)l 'bʊnəs/ *noun* an extra payment by an insurance company which is produced by a capital gain

capital city /ˌkæpɪt(ə)l 'sɪti/ *noun* the main city in a country, where the government is located

capital commitments /ˌkæpɪt(ə)l kə'mɪtmənts/ *plural noun* expenditure on assets which has been authorised by directors, but not yet spent at the end of a financial period

capital employed /ˌkæpɪt(ə)l ɪmˈplɔɪd/ *noun* an amount of capital consisting of shareholders' funds plus the long-term debts of a business. ▶ **return on capital employed**

capital equipment /ˌkæpɪt(ə)l ɪˈkwɪpmənt/ *noun* equipment which a factory or office uses to work

capital expenditure /ˌkæpɪt(ə)l ɪkˈspendɪʃə/ *noun* money spent on fixed assets (property, machines and furniture). Also called **capital investment**, **capital outlay**

capital exports /ˌkæpɪt(ə)l 'eksɒrts/ *plural noun* the movement of capital out of a country (into overseas investments, or into loans to overseas countries)

capital flow /ˌkæpɪt(ə)l 'fləʊ/ *noun* the movement of investment capital from one country to another. Also called **capital movement**, **movement of capital**

capital gains /ˌkæpɪt(ə)l 'geɪnz/ *plural noun* money made by selling a fixed asset or by selling shares (NOTE: If the asset is sold for less than its purchase price, the result is a capital loss.)

COMMENT: In the UK capital gains tax is payable on the sale of assets, in particular shares and properties, above a certain minimum level.

capital gains tax /ˌkæpɪt(ə)l 'geɪnz tæks/ *noun* a tax paid on capital gains. Abbreviation **CGT**

capital goods /ˌkæpɪt(ə)l 'ɡʊdz/ *plural noun* machinery, buildings and raw materials which are used to make other goods

capital-intensive industry /ˌkæpɪt(ə)l ɪn'tensɪv ɪn'dʌstri/ *noun* an industry which needs a large amount of capital investment in plant to make it work

capitalisation /ˌkæpɪt(ə)laɪ-'zeɪʃ(ə)n/, **capitalization** *noun* the value of a company calculated by multiplying the price of its shares on the stock exchange by the number of shares issued. Also called **market capitalisation**

'...she aimed to double the company's market capitalization' [*Fortune*]

capitalisation issue *noun* same as **bonus issue**

capitalisation of reserves /ˌkæpɪt(ə)laɪ,zeɪʃ(ə)n əv rɪ'zɜ:vz/ *noun* the issuing free bonus shares to shareholders

capitalise /ˌkæpɪt(ə)laɪz/, **capitalize** *verb* **1.** to invest money in a working company □ **the company is capitalised at £10,000** the company has a working capital of £10,000 **2.** to convert reserves or assets into capital

'...at its last traded price the bank was capitalized at around \$1.05 billion with 60 per cent in the hands of the family' [*South China Morning Post*]

capitalise on /ˌkæpɪt(ə)laɪz ɒn/ *verb* to make a profit from ○ *We are seeking to capitalise on our market position.*

capitalism /ˌkæpɪt(ə)lɪz(ə)m/ *noun* the economic system in which each person has the right to invest money, to work in business and to buy and sell, with no restrictions from the state

capitalist /ˌkæpɪt(ə)lɪst/ *adjective* working according to the principles of capitalism ○ *the capitalist system* ○ *the capitalist countries or world* ■ *noun* a person who invests capital in business enterprises

capitalist economy /ˌkæpɪt(ə)lɪst ɪ'kɒnəmi/ *noun* an economy in which each person has the right to invest money, to work in business and to buy and sell, with no restrictions from the state

capital levy /ˌkæpɪt(ə)l 'levi/ *noun* a tax on the value of a person's property and possessions

capital loss /ˌkæpɪt(ə)l 'lɒs/ *noun* a loss made by selling assets (NOTE: The opposite is **capital gain**.)

capital market /ˌkæpɪt(ə)l 'mɑːkɪt/ *noun* an international market where money can be raised for investment in a business

capital movement /ˌkæpɪt(ə)l 'mu:vmənt/ *noun* same as **capital flow**

capital outlay /ˌkæpɪt(ə)l 'aʊtleɪ/ *noun* same as **capital expenditure**

capital profit /ˌkæpɪt(ə)l 'prɒfɪt/ *noun* a profit made by selling an asset

capital-protected fund /ˌkæpɪt(ə)l prə'tektɪd fʌnd/ *noun* a fund which guarantees the investor's capital and at the same time gives some growth

capital ratio /ˌkæpɪt(ə)l ˌreɪʃiəʊ/ *noun* same as **capital adequacy ratio**

capital requirements /ˌkæpɪt(ə)l rɪ'kwærəmənts/ *plural noun* **1.** the amount of capital which a firm needs to operate normally **2.** the amount of liquid assets needed by a bank to fulfil its obligations

capital reserves /ˌkæpɪt(ə)l rɪ-'zɜ:vz/ *plural noun* **1.** money from profits, which forms part of the capital of a company and can be used for distribution to shareholders only when a company is wound up. Also called **undistributable reserves** **2.** the share capital of a company which comes from selling assets and not from normal trading

capital shares /'kæpɪt(ə)l ʃeəz/ *plural noun* (on the Stock Exchange) shares in a unit trust which rise in value as the capital value of the units rises, but do not receive any income (NOTE: The other form of shares in a split-level investment trust are income shares, which receive income from the investments, but do not rise in value.)

capital structure /,kæpɪt(ə)l 'strʌktʃə/ *noun* the way in which a company's capital is made up from various sources

capital transfer tax /,kæpɪt(ə)l 'trænsfɜ:tæk/ *noun* formerly, a tax on gifts or bequests of money or property

CAPM *abbreviation* capital asset pricing model

capped floating rate note /,kæpt 'fləʊtɪŋ reɪt ,nəʊt/ *noun* a floating rate note which has an agreed maximum rate

capped rate /,kæpt 'reɪt/ *verb* a mortgage rate which is guaranteed not to go above a certain level for a set period of time, although it can move downwards

captive market /,kæptɪv 'mɑ:kit/ *noun* a market where one supplier has a monopoly and the buyer has no choice over the product which he or she must purchase

capture /'kæptʃə/ *verb* to take or get control of something □ **to capture 10% of the market** to sell hard, and so take a 10% market share □ **to capture 20% of a company's shares** to buy shares in a company rapidly and so own 20% of it

carat /'kærət/ *noun* **1.** a measure of the quality of gold (pure gold being 24 carat) ○ *a 22-carat gold ring* **2.** a measure of the weight of precious stones ○ *a 5-carat diamond*

COMMENT: Pure gold is 24 carats and is too soft to make jewellery. Most jewellery and other items made from gold are not pure, but between 19 and 22 carats. 22 carat gold has 22 parts of gold to two parts of alloy.

card /kɑ:d/ *noun* a small piece of cardboard or plastic, usually with information printed on it ○ *He showed his staff card to get a discount in the store.*

cardholder /'kɑ:d,həʊldə/ *noun* a person who holds a credit card or bank cash card

card index /'kɑ:d ,ɪndeks/ *noun* a series of cards with information written on them, kept in special order so that the information can be found easily ○ *We use an alphabetical card-index system for staff records.*

carpetbagger /'kɑ:pɪt,bægə/ *noun* a person who invests in a building society or pension fund, hoping to benefit from eventual windfall payments if the society is demutualised or the fund is bought

carriage /'kæərɪdʒ/ *noun* the transporting of goods from one place to another ○ *to pay for carriage*

carriage forward /,kæərɪdʒ 'fɔ:wəd/ *noun* a deal where the customer pays for transporting the goods

carriage free /,kæərɪdʒ 'fri:/ *noun* the customer does not pay for the shipping

carriage paid /'kæərɪdʒ peɪd/ *noun* a deal where the seller has paid for the shipping

carrier /'kæərɪə/ *noun* **1.** a company which transports goods ○ *We only use reputable carriers.* **2.** a vehicle or ship which transports goods

carry /'kæəri/ *verb* **1.** to take from one place to another ○ *a tanker carrying oil from the Gulf* ○ *The truck was carrying goods to the supermarket.* **2.** to vote to approve □ **the motion was carried** the motion was accepted after a vote **3.** to produce ○ *The bonds carry interest at 10%.* ■ *noun* the cost of borrowing to finance a deal (NOTE: **carries – carrying – carried**)

carry forward /,kæəri 'fɔ:wəd/ *verb* to take an account balance at the end of the current period or page as the starting point for the next period or page

carry over /,kæəri 'əʊvə/ *verb* □ **to carry over a balance** to take a balance from the end of one page or period to the beginning of the next

carry-over /'kæəri ,əʊvə/ *noun* **1.** the stock of a commodity held at the beginning of a new financial year **2.** the fact of not paying an account on settlement day, but later. Also called **contango**

carryover day /'kæəri,əʊvə deɪ/ *noun* the first day of trading on a new account on the London Stock Exchange

cartel /kɑ:'tel/ *noun* a group of companies which try to fix the price or to

regulate the supply of a product so that they can make more profit

cash /kæʃ/ *noun* money in the form of coins or notes ■ *verb* □ **to cash a cheque** to exchange a cheque for cash

cashable /'kæʃəb(ə)l/ *adjective* which can be cashed ○ *A crossed cheque is not cashable at any bank.*

cash account /'kæʃ əˌkaʊnt/ *noun* an account which records the money which is received and spent

cash advance /kæʃ əd'vɑːns/ *noun* a loan in cash against a future payment

cash against documents /kæʃ əɡenst 'dɒkjʊmənts/ *noun* a system whereby a buyer receives documents for the goods on payment of a bill of exchange

cash and carry /kæʃ ən 'kæri/ *noun* **1.** a large store selling goods at low prices, where the customer pays cash and takes the goods away immediately ○ *We get our supplies every morning from the cash and carry.* **2.** buying a commodity for cash and selling the same commodity on the futures market

'...the small independent retailer who stocks up using cash and carries could be hit hard by the loss of footfall associated with any increase in smuggled goods' [*The Grocer*]

cash balance /'kæʃ ˌbæləns/ *noun* a balance in cash, as opposed to amounts owed

cash basis /kæʃ 'beɪsɪs/ *noun* a method of preparing the accounts of a business, where receipts and payments are shown at the time when they are made (as opposed to showing debts or credits which are outstanding at the end of the accounting period). Also called **receipts and payments basis**

cash book /'kæʃ bʊk/ *noun* a book which records cash received and paid out

cash box /'kæʃ bɒks/ *noun* metal box for keeping cash

cash budget /'kæʃ ˌbʌdʒɪt/ *noun* a plan of cash income and expenditure

cash card /'kæʃ kɑːd/ *noun* a plastic card used to obtain money from a cash dispenser

cash cow /'kæʃ kaʊ/ *noun* a product or subsidiary company that consistently generates good profits but does not provide growth

cash crop /'kæʃ krɒp/ *noun* an agricultural crop grown for sale to other buyers or to other countries, rather than for domestic consumption

cash deal /'kæʃ diːl/ *noun* a sale done for cash

cash desk /'kæʃ desk/ *noun* the place in a store where you pay for the goods bought

cash discount /kæʃ 'dɪskaʊnt/ *noun* a discount given for payment in cash. Also called **discount for cash**

cash dispenser /'kæʃ dɪˌspensə/ *noun* a machine which gives out money when a special card is inserted and instructions given

cash dividend /kæʃ 'dɪvɪdend/ *noun* a dividend paid in cash, as opposed to a dividend in the form of bonus shares

cash economy /kæʃ ɪˌkɒnəmi/ *noun* a black economy, where goods and services are paid for in cash, and therefore not declared for tax

cash float /'kæʃ fləʊt/ *noun* cash put into the cash box at the beginning of the day or week to allow change to be given to customers

cash flow /'kæʃ fləʊ/ *noun* cash which comes into a company from sales (cash inflow) or the money which goes out in purchases or overhead expenditure (cash outflow) □ **the company is suffering from cash flow problems** cash income is not coming in fast enough to pay the expenditure going out

cash flow forecast /'kæʃ fləʊ ˌfɔːkɑːst/ *noun* a forecast of when cash will be received or paid out

cash flow statement /'kæʃ fləʊ ˌsteɪtmənt/ *noun* a report which shows cash sales and purchases

cashier /kæ'ʃɪə/ *noun* **1.** a person who takes money from customers in a shop or who deals with the money that has been paid **2.** a person who deals with customers in a bank and takes or gives cash at the counter

cashier's check /kæ'ʃɪəz tʃek/ *noun* *US* a bank's own cheque, drawn on itself and signed by a cashier or other bank official

cash in /kæʃ 'ɪn/ *verb* to sell shares or other property for cash

cash in hand /ˌkæʃ ɪn 'hænd/ *noun* money and notes, kept to pay small amounts but not deposited in the bank

cash in on /ˌkæʃ 'ɪn ɒn/ *verb* to profit from ○ *The company is cashing in on the interest in computer games.*

cash in transit /ˌkæʃ ɪn 'trænzɪt/ *noun* cash being moved from one bank or business to another ○ *Cash-in-transit services are an easy target for robbers.*

cash items /ˌkæʃ ˌaɪtəmz/ *plural noun* goods sold for cash

cashless society /ˌkæʃləs sə-'səʊti/ *noun* a society where no one uses cash, all purchases being made by credit cards, charge cards, cheques or direct transfer from one account to another

cash limit /kæʃ 'lɪmɪt/ *noun* **1.** a fixed amount of money which can be spent during a certain period **2.** a maximum amount someone can withdraw from an ATM using a cash card

cash market /kæʃ 'mɑːkɪt/ *noun* the gilt-edged securities market (where purchases are paid for almost immediately, as opposed to the futures market)

cash offer /ˌkæʃ ˌɒfə/ *noun* an offer to pay in cash, especially an offer to pay cash when buying shares in a takeover bid

cash on delivery /ˌkæʃ ɒn dɪ-'lɪv(ə)ri/ *noun* payment in cash when goods are delivered. Abbreviation **COD**

cash payment /ˌkæʃ ˌpeɪmənt/ *noun* payment in cash

cash position /ˌkæʃ pəˌzɪʃ(ə)n/ *noun* a state of the cash which a company currently has available

cash positive /kæʃ 'pɒzɪtɪv/ *adjective* having cash in hand, as opposed to having debts and overdrafts

'...as the group's shares are already widely held, the listing will be via an introduction. It will also be accompanied by a deeply discounted £25m rights issue, leaving the company cash positive' [*Sunday Times*]

cash price /ˌkæʃ praɪs/ *noun* a lower price or better terms which apply if the customer pays cash

cash purchase /ˌkæʃ ˌpɜːtʃɪs/ *noun* a purchase made for cash

cash register /ˌkæʃ ˌredʒɪstə/ *noun* a machine which shows and adds the

prices of items bought, with a drawer for keeping the cash received

cash reserves /ˌkæʃ rɪˌzɜːvz/ *plural noun* a company's reserves in cash deposits or bills kept in case of urgent need ○ *The company was forced to fall back on its cash reserves.*

cash sale /ˌkæʃ seɪl/ *noun* a transaction paid for in cash

cash-strapped /ˌkæʃ stræpt/ *adjective* short of money

cash terms /ˌkæʃ tɜːmz/ *plural noun* lower terms which apply if the customer pays cash

cash till /ˌkæʃ tɪl/ *noun* same as **cash register**

cash transaction /ˌkæʃ trænz-ˌzækʃən/ *noun* a transaction paid for in cash

cash transfer hatch /kæʃ 'trænsfɜː hæʃ/ *noun* a small door in an outside wall, allowing cash to be passed through (as from a supermarket to a security van)

cash up /ˌkæʃ ˌʌp/ *verb* to add up the cash in a shop at the end of the day

cash voucher /ˌkæʃ ˌvaʊtʃə/ *noun* a piece of paper which can be exchanged for cash ○ *With every £20 of purchases, the customer gets a cash voucher to the value of £2.*

Cashwire /ˌkæʃwaɪə/ *noun* **US** a system operated by a group of banks to clear payments between member banks

cash with order /ˌkæʃ wɪð ˌɔːdə/ *noun* terms of sale showing the payment has to be made in cash when the order is placed. Abbreviation **CWO**

casting vote /ˌkɑːstɪŋ ˌvəʊt/ *noun* a vote used by the chairman in the case where the votes for and against a proposal are equal ○ *The chairman has the casting vote.* ○ *He used his casting vote to block the motion.*

casual /ˌkæʒuəl/ *adjective* not permanent, or not regular

casual labour /ˌkæʒuəl ˌleɪbə/ *noun* workers who are hired for a short period

casual work /ˌkæʒuəl wɜːk/ *noun* work where the workers are hired for a short period

casual worker /ˌkæʒuəl ˌwɜːkə/ *noun* a worker who can be hired for a short period

cat /kæt/ *fat cat, dead-cat bounce*

catalogue price /'kæt(ə)lɒg praɪs/ *noun* a price as marked in a catalogue or list

catastrophe /kə'tæstrəfi/ *noun* a sudden disaster

catastrophe bond /kə'tæstrəfi bɒnd/ *noun* a bond with very high interest rate but, which may be worth less, or give a lower rate of interest, if a disaster such as an earthquake occurs

CAT standards /'kæt ,stændədz/ *plural noun* standards introduced by the government as an incentive to offer savers an even better deal, and to make it easier to spot the best investment value

caveat /'kæviæt/ *noun* warning □ **to enter a caveat** to warn someone legally that you have an interest in a case, and that no steps can be taken without your permission

caveat emptor /,kæviæt 'emptɔ:/ *phrase* a Latin phrase meaning 'let the buyer beware', which indicates that the buyer is responsible for checking that what he or she buys is in good order

'...the idea that buyers at a car boot sale should have any rights at all is laughable. Even those who do not understand Latin know that caveat emptor is the rule' [Times]

caveat venditor /,kæviæt ven-'di:tɔ:/ *phrase* a Latin phrase meaning 'let the seller beware', which indicates that the seller is legally bound to make sure that the goods he sells are in good order

CBOT *abbreviation* Chicago Board of Trade

CBS All-Share /,si: bi: es 'ɔ:l ʃeə/ *noun* an index of prices on the Amsterdam Stock Exchange (NOTE: The CBS Tendency also lists Amsterdam share prices.)

CCA *abbreviation* current cost accounting

CD /si:'di:/ *abbreviation* certificate of deposit

cedi /'si:di/ *noun* a unit of currency used in Ghana

ceiling /'si:lɪŋ/ *noun* the highest point that something can reach, e.g. the highest rate of a pay increase ○ *to fix a ceiling for a budget* ○ *There is a ceiling of \$100,000 on deposits.* ○ *Output reached its ceiling in June and has since fallen*

back. ○ *What ceiling has the government put on wage increases this year?*

ceiling price /'si:lɪŋ praɪs/ *noun* the highest price that can be reached

cent /sent/ *noun* a small coin, one hundredth of a dollar ○ *The stores are only a 25-cent bus ride away.* ○ *They sell oranges at 99 cents each.* (NOTE: **Cent** is usually written **¢** in prices: **25¢**, but not when a dollar price is mentioned: **\$1.25**.)

central /'sentrəl/ *adjective* organised from one main point

central assets account /,sentrəl 'æsets ə,kəʊnt/ *noun* same as **asset management account**

central bank /'sentrəl bæŋk/ *noun* the main government-controlled bank in a country, which controls that country's financial affairs by fixing main interest rates, issuing currency, supervising the commercial banks and trying to control the foreign exchange rate

central bank discount rate /,sentrəl bæŋk 'dɪskaʊnt reɪt/ *noun* the rate at which a central bank discounts bills, such as treasury bills

central bank intervention /,sentrəl bæŋk ,ɪntə'venʃ(ə)n/ *noun* an action by a central bank to change base interest rates, to impose exchange controls or to buy or sell the country's own currency in an attempt to influence international money markets

central government /,sentrəl 'gʌv(ə)nmənt/ *noun* the main government of a country (as opposed to municipal, local, provincial or state governments)

centralisation /,sentrəlaɪ'zeɪʃ(ə)n/, **centralization** *noun* the organisation of everything from a central point

centralise /'sentrəlaɪz/, **centralize** *verb* to organise from a central point ○ *All purchasing has been centralised in our main office.* ○ *The group benefits from a highly centralised organisational structure.* ○ *The company has become very centralised, and far more staff work at headquarters.*

central office /,sentrəl 'ɒfɪs/ *noun* the main office which controls all smaller offices

central purchasing /,sentrəl 'pɜ:tʃɪsɪŋ/ *noun* purchasing organised

by a central office for all branches of a company

central rate /'sentrəl reɪt/ *noun* an exchange rate of a currency against the US dollar according to IMF rules

centre /'sentə/ *noun* 1. an important town ○ *Sheffield is a major industrial centre.* ○ *Nottingham is the centre for the shoe industry.* 2. a group of items in an account (NOTE: [all senses] The US spelling is **center**.)

CEO *abbreviation* chief executive officer

certain annuity /,sɜ:t(ə)n ə'nju:ɪti/ *noun* an annuity which will be paid for a certain number of years only

certificate /sə'tɪfɪkət/ *noun* an official document which shows that something is owned by someone or that something is true

certificated bankrupt /sə,tɪfɪkeɪtɪd 'bæŋkrəpt/ *noun* a bankrupt who has been discharged from bankruptcy with a certificate to show that he or she was not at fault

certificate of approval /sə,tɪfɪkət əv ə'pru:v(ə)/ *noun* a document showing that an item has been approved officially

certificate of authentication /sə,tɪfɪkət əv ɔ:θəntɪ'keɪʃ(ə)n/ *noun* a unique number supplied to a company by an independent source (an 'authenticator') to prove that the company is who they claim to be

certificate of authority /sə,tɪfɪkət əv ɔ:θərəti/ *noun* a certificate showing that someone has the authority to do something, such as sign a cheque

certificate of deposit /sə'tɪfɪkət əv drɪ'pɒzɪt/ *noun* a document from a bank showing that money has been deposited at a certain guaranteed interest rate for a certain period of time. *Abbreviation* **CD**

'...interest rates on certificates of deposit may have little room to decline in August as demand for funds from major city banks is likely to remain strong. After delaying for months, banks are now expected to issue a large volume of CDs. If banks issue more CDs on the assumption that the official discount rate reduction will be delayed, it is very likely that CD rates will be pegged for a longer period than expected' [*Nikkei Weekly*]

COMMENT: A CD is a bearer instrument, which can be sold by the bearer. It can be

sold at a discount to the value, so that the yield on CDs varies.

certificate of incorporation /sə,tɪfɪkət əv ɪn,kɔ:pə'reɪʃ(ə)n/ *noun* a document issued by Companies House to show that a company has been legally set up and officially registered

certificate of origin /sə,tɪfɪkət əv 'ɒrɪdʒɪn/ *noun* a document showing where imported goods come from or were made

certificate of quality /sə,tɪfɪkət əv 'kwɒləti/ *noun* a certificate showing the grade of a soft commodity

certificate of registration /sə,tɪfɪkət əv ,redʒɪ'streɪʃ(ə)n/ *noun* a document showing that an item has been registered

certificate of tax deducted /sə,tɪfɪkət əv tæks drɪ'dæktɪd/ *noun* a document issued by a financial institution showing that tax has been deducted from interest payments on an account

certified accountant /,sɜ:tɪfaɪd ə'kaʊntənt/ *noun* an accountant who has passed the professional examinations and is a member of the Chartered Association of Certified Accountants

certified cheque /,sɜ:tɪfaɪd 'tʃek/, **certified check** *noun* a cheque which a bank says is good and will be paid out of money put aside from the payer's bank account

certified public accountant /,sɜ:tɪfaɪd ,pʌblɪk ə'kaʊntənt/ *noun* *US* an accountant who has passed professional examinations

certify /'sɜ:tɪfaɪ/ *verb* to make an official declaration in writing ○ *I certify that this is a true copy.* ○ *The document is certified as a true copy.* (NOTE: **certifies** – **certifying** – **certified**)

cession /'seɪʃ(ə)n/ *noun* giving up property to someone (especially a creditor)

c/f *abbreviation* carried forward

CFA *abbreviation* Communauté financière africaine

CFA franc /,si: ef eɪ 'fræŋk/ *noun* a franc with a fixed exchange rate against the euro, used in African countries which were formerly French colonies (Benin, Burkina Faso, Cameroon, the Central African Republic, Chad, Congo,

Equatorial Guinea, Gabon, Ivory Coast, Mali, Niger, Senegal and Togo)

CFO *abbreviation* chief financial officer

CFP *abbreviation* Communauté Française du Pacifique

CFP franc /,si: ef pi: 'fræŋk/ *noun* a franc with a fixed exchange rate against the euro, used in French territories in the Pacific

CGT *abbreviation* capital gains tax

chairman /'tʃeəmən/ *noun* a person who presides over the board meetings of a company ○ *the chairman of the board* or *the company chairman* □ **the chairman's report, the chairman's statement** an annual report from the chairman of a company to the shareholders

'...the corporation's entrepreneurial chairman seeks a dedicated but part-time president. The new president will work a three-day week' [*Globe and Mail (Toronto)*]

COMMENT: Note that in a UK company, the chairman is less important than the managing director, although one person can combine both posts. In the US, a company president is less important than the chairman of the board.

chairman and managing director /'tʃeəmən ən ,mænidʒɪŋ daɪ'rektə/ *noun* a managing director who is also chairman of the board of directors

Chamber of Commerce /'tʃeɪmbər əv 'kɒmɜ:s/ *noun* a group of local business people who meet to discuss problems which they have in common and to promote commerce in their town

Chancellor of the Exchequer /'tʃɑ:nsələr əv di: ks'tʃekə/ *noun* GB a chief finance minister in the government (NOTE: The US term is **Secretary of the Treasury**.)

change /tʃeɪndʒ/ *noun 1. money in coins or small notes □ **to give someone change for £10** to give someone coins or notes in exchange for a ten pound note 2. money given back by the seller, when the buyer can pay only with a larger note or coin than the amount asked ○ *She gave me the wrong change.* ○ *You paid the £5.75 bill with a £10 note, so you should have £4.25 change.* □ **keep the change** keep it as a tip (said*

to, for example, waiters, taxi-drivers) ■ **verb** 1. □ **to change a £20 note** to give someone smaller notes or coins in place of a £20 note 2. to give one type of currency for another ○ *to change £1,000 into dollars* ○ *We want to change some traveller's cheques.* 3. □ **to change hands** (of a business, property, etc.) to be sold to a new owner ○ *The shop changed hands for £100,000.*

change machine /'tʃeɪndʒ məʃi:n/ *noun* a machine which gives small change for a note or larger coin

changer /'tʃeɪndʒə/ *noun* a person who changes money

channel /'tʃæn(ə)l/ *verb* to send in a certain direction ○ *They are channelling their research funds into developing European communication systems.* (NOTE: **channelling – channelled**)

channel of distribution /'tʃæn(ə)l əv ,dɪstrɪ'bju:ʃ(ə)n/ *noun* same as **distribution channel**

CHAPS *noun* a computerised system for clearing cheques organised by the banks. Compare **BACS**. Full form **Clearing House Automated Payments System**

chapter /'tʃæptə/ *noun* US a section of an Act of Congress

'...the company filed under Chapter 11 of the federal bankruptcy code, the largest failure ever in the steel industry' [*Fortune*]

'...the firm, whose trademark dates back to 1871, has been desperately trying to cut costs to compete with manufacturers in cheaper countries, but has also been hit by management problems. It said the filing for Chapter 11 protection should have little impact on customers and employees and would allow it to restructure' [*Times*]

Chapter 11 /'tʃæptə 'ten/ *noun* a section of the US Bankruptcy Reform Act 1978, which allows a corporation to be protected from demands made by its creditors for a period of time, while it is reorganised with a view to paying its debts. The officers of the corporation will negotiate with its creditors as to the best way of reorganising the business.

Chapter 7 /'tʃæptə 'sevən/ *noun* a section of the US Bankruptcy Reform Act 1978, which sets out the rules for the liquidation of an incorporated company

charge /tʃɑ:dʒ/ *noun* 1. money which must be paid, or the price of a service ○

to make no charge for delivery ○ to make a small charge for rental ○ There is no charge for this service or No charge is made for this service. □ **free of charge** free, with no payment to be made **2.** a debit on an account ○ *It appears as a charge on the accounts.* **3.** a guarantee of security for a loan, for which assets are pledged **4.** being formally accused in a court ○ *He appeared in court on a charge of embezzling or on an embezzlement charge.* ■ **verb** **1.** to ask for money to be paid ○ *to charge £5 for delivery* ○ *How much does he charge?* □ **he charges £16 an hour** he asks to be paid £16 for an hour's work **2.** to pay for something by putting it on a charge account ○ *Can you charge the meal to my room?* ○ *I want to charge these purchases to the company account.* **3.** to take something as guarantee for a loan **4.** to accuse someone formally of having committed a crime ○ *He was charged with embezzling his clients' money.*

chargeable /'tʃɑ:dʒəb(ə)l/ *adjective* which can be charged ○ *repairs chargeable to the occupier*

chargeable gains /'tʃɑ:dʒəb(ə)l 'geɪnz/ *plural noun* gains made by selling an asset, such as shares, on which capital gains will be charged

charge account /'tʃɑ:dʒ əˌkaʊnt/ *noun* an arrangement which a customer has with a store to buy goods and to pay for them at a later date, usually when the invoice is sent at the end of the month (NOTE: The customer will make regular monthly payments into the account and is allowed credit of a multiple of those payments.)

charge card /'tʃɑ:dʒ kɑ:d/ *noun* a type of credit card (such as American Express) for which a fee is payable, but which does not allow the user to take out a loan (he or she has to pay off the total sum charged at the end of each month)

chargee /tʃɑ:'dʒi:/ *noun* a person who has the right to force a debtor to pay

charges forward /'tʃɑ:dʒɪz 'fɔ:wəd/ *noun* charges which will be paid by the customer

charging period /'tʃɑ:dʒɪŋ ˌpɪəriəd/ *noun* a period of time during

which charges are made to a credit card before they are charged to the cardholder

chart /tʃɑ:t/ *noun* a diagram displaying information as a series of lines, blocks, etc.

charter /'tʃɑ:tə/ *noun* the action or business of hiring transport for a special purpose ■ **verb** to hire for a special purpose ○ *to charter a plane or a boat or a bus*

chartered /'tʃɑ:təd/ *adjective* **1.** referring to a company which has been set up by charter, and not registered under the Companies Act ○ *a chartered bank* **2.** □ **a chartered ship or bus or plane** a ship, bus or plane which has been hired for a special purpose

chartered accountant /tʃɑ:təd əˌ'kaʊntənt/ *noun* an accountant who has passed the professional examinations and is a member of the Institute of Chartered Accountants. Abbreviation **CA**

Chartered Association of Certified Accountants /tʃɑ:təd əˌsəʊsiəɪf(ə)n əv ˌsɜ:tɪfaɪd əˌ'kaʊntənts/ *noun* a professional association of accountants in the UK

chartered bank /tʃɑ:təd 'bæŋk/ *noun* a bank which has been set up by government charter (formerly used in England, but now only done in the USA and Canada)

Chartered Institute of Bankers /tʃɑ:təd ˌɪnstɪtju:t əv 'bæŋkəz/ *noun* a professional association of bankers, providing training, professional examinations and qualifications which are recognised worldwide. Abbreviation **CIB**

charter flight /'tʃɑ:tə flɑɪt/ *noun* a flight in an aircraft which has been hired for that purpose

charter plane /'tʃɑ:tə pleɪn/ *noun* a plane which has been chartered

charter value /'tʃɑ:tə ˌvælju:/ *noun* the value of a bank's being able to continue to do business in the future, reflected as part of its share price

charting /'tʃɑ:tɪŋ/ *noun* the work of using charts to analyse stock market trends and forecast future rises or falls

chartist /'tʃɑ:tɪst/ *noun* a person who studies stock market trends and forecasts future rises or falls

chattel mortgage /'tʃæt(ə)l ,mɔ:ɡɪdʒ/ *noun* money lent against the security of an item purchased, but not against real estate

chattels /'tʃæt(ə)lz/ *plural noun* goods, moveable property but not real estate

cheap /tʃi:p/ *adjective, adverb* not costing a lot of money or not expensive
 □ **to buy something cheap** at a low price ○ *He bought two companies cheap and sold them again at a profit.* □ **they work out cheaper by the box** these items are cheaper per unit if you buy a box of them

cheap labour /tʃi:p 'leɪbəl/ *noun* workers who do not earn much money

cheaply /'tʃi:pli/ *adverb* without paying much money ○ *The salesman was living cheaply at home and claiming an enormous hotel bill on expenses.*

cheap money /tʃi:p 'mʌni/ *noun* money which can be borrowed at a low rate of interest

cheapness /'tʃi:pnəs/ *noun* the fact of being cheap ○ *The cheapness of the pound means that many more tourists will come to London.*

cheap rate /'tʃi:p reɪt/ *noun* a rate which is not expensive ○ *Cheap rate phone calls start at 8 p.m.*

cheat /tʃi:t/ *verb* to trick someone so that he or she loses money ○ *He cheated the Income Tax out of thousands of pounds.* ○ *She was accused of cheating clients who came to ask her for advice.*

check /tʃek/ *noun* **1.** a sudden stop □ **to put a check on imports** to stop some imports coming into a country **2.** investigation or examination ○ *a routine check of the fire equipment* ○ *The auditors carried out checks on the petty cash book.* **3.** *US (in a restaurant)* a bill **4.** *US* same as **cheque** **5.** *US* a mark on paper to show that something is correct ○ *Make a check in the box marked 'R'.* ■ *verb* **1.** to stop or delay something ○ *to check the entry of contraband into the country* ○ *to check the flow of money out of a country* **2.** to examine or to investigate something ○ *to check that an invoice is correct* ○ *to check and sign for goods* □ **she checked the computer printout against the invoices** she examined the printout and the invoices to see if the figures were the same **3.** *US* to

mark something with a sign to show that it is correct ○ *check the box marked 'R'* (NOTE: The UK term is **tick**.)

checkable /'tʃekəb(ə)l/ *adjective* *US* referring to a deposit account on which checks can be drawn

check card /'tʃek kɑ:d/ *noun* *US* a card issued by a bank to use in ATMs, but also used in some retail outlets

check digit /tʃek 'dɪdʒɪt/ *noun* the last digit of a string of computerised reference numbers, used to validate the transaction

checking account /'tʃekɪŋ ə ,kaʊnt/ *noun* *US* same as **current account** **1**

checkoff /'tʃekɒf/ *noun* *US* a system where union dues are automatically deducted by the employer from a worker's pay cheque ○ *Checkoffs are seen by most employees as worthwhile as long as their interests are well represented by the union.* ○ *After checkoffs and tax deductions the workers' pay had been reduced by one third.*

check out /tʃek 'aʊt/ *verb* to go through a checkout and pay for the goods bought

checkout /'tʃekaut/ *noun* the place where goods are paid for in a shop or supermarket ○ *We have opened two more checkouts to cope with the Saturday rush.*

check routing symbol /tʃek 'ru:tɪŋ ,sɪmbəl/ *noun* *US* a number shown on an American cheque which identifies the Federal Reserve district through which the cheque will be cleared (similar to the British 'bank sort code')

check sample /'tʃek ,sɑ:mp(ə)l/ *noun* a sample to be used to see if a consignment is acceptable

cheque /tʃek/ *noun* a note to a bank asking them to pay money from your account to the account of the person whose name is written on the note ○ *a cheque for £10 or a £10 cheque* (NOTE: The US spelling is **check**.) □ **to cash a cheque** to exchange a cheque for cash □ **to endorse a cheque** to sign a cheque on the back to show that you accept it □ **to make out a cheque to someone** to write someone's name on a cheque ○ *Who shall I make the cheque out to?* □ **to pay by cheque** to pay by writing a

cheque, and not using cash or a credit card □ **to pay a cheque into your account** to deposit a cheque □ **the bank referred the cheque to the drawer** the bank returned the cheque to the person who wrote it because there was not enough money in the account to pay it □ **to sign a cheque** to sign on the front of a cheque to show that you authorise the bank to pay the money from your account □ **to stop a cheque** to ask a bank not to pay a cheque which has been signed and sent

cheque account /'tʃek əˌkaʊnt/ *noun* same as **current account**

cheque book /'tʃek bʊk/ *noun* a booklet with new blank cheques (NOTE: The usual US term is **checkbook**.)

cheque card /'tʃek kɑ:d/, **cheque guarantee card** /,tʃek ɡærən'ti: kɑ:d/ *noun* a plastic card from a bank which guarantees payment of a cheque up to a certain amount, even if the user has no money in his account

cheque requisition /'tʃek ˌrekwɪzɪʃ(ə)n/ *noun* an official note from a department to the company accounts staff asking for a cheque to be written

cheque stub /tʃek stʌb/ *noun* a piece of paper left in a cheque book after a cheque has been written and taken out

cheque to bearer /,tʃek tə 'beərə/ *noun* a cheque with no name written on it, so that the person who holds it can cash it

Chicago Board of Trade /ʃɪˌkɑ:gəʊ bɔ:d əv 'treɪd/ *noun* a commodity market based in Chicago, trading in metals, soft commodities and financial futures. Abbreviation **CBOT**

Chicago Mercantile Exchange /ʃɪˌkɑ:gəʊ 'mɜ:kəntaɪl ɪks,tʃeɪndʒ/ *noun* a commodity market based in Chicago, trading in livestock futures, and in financial futures on the IMM. Abbreviation **CME**

Chicago School /ʃɪˌkɑ:gəʊ sku:l/ *noun* a school of monetarists, based at the University of Chicago, led by Professor Milton Friedman

chickenfeed /'tʃɪkɪnˌfi:d/ *noun* a small amount of money (*informal*)

chief /tʃi:f/ *adjective* most important
○ *He is the chief accountant of an industrial group.* ○ *She is the chief buyer for a department store.*

chief cashier /tʃi:f kæ'ʃɪə/ *noun* a main cashier in a bank

chief executive /tʃi:f ɪg'zekjʊtɪv/, **chief executive officer** /tʃi:f ɪg'zekjʊtɪv ˌɒfɪsə/ *noun* **US** the most important director in charge of a company. Abbreviation **CEO**

chief financial officer /tʃi:f faɪˌnænʃəl ˌɒfɪsə/ *noun* an executive in charge of a company's financial operations, reporting to the CEO. Abbreviation **CFO**

chief operating officer /tʃi:f ˈɒpəreɪtɪŋ ˌɒfɪsə/ *noun* a director in charge of all a company's operations (same as a 'managing director'). Abbreviation **COO**

Chief Secretary to the Treasury /tʃi:f 'sekrətri tə, tə ði:/ *noun* **GB** a government minister responsible to the Chancellor of the Exchequer for the control of public expenditure (NOTE: In the USA, this is the responsibility of the **Director of the Budget**.)

Chinese walls /,tʃaɪniːz 'wɔ:lz/ *plural noun* imaginary barriers between departments in the same organisation, set up to avoid insider dealing or conflict of interest (as when a merchant bank is advising on a planned takeover bid, its investment department should not know that the bid is taking place, or they would advise their clients to invest in the company being taken over)

chip card /'tʃɪp kɑ:d/ *noun* same as **smart card**

CHIPS *noun* the computerised clearing bank system used in the US. Full form **Clearing House Interbank Payments System**

chop /tʃɒp/ *noun* a stamp, a mark made on a document to show that it has been agreed, acknowledged, paid, or that payment has been received

Christmas bonus /ˌkrɪsməs 'bʌʊnəs/ *noun* an extra payment made to staff at Christmas

chronological order /ˌkrɒnələdʒɪk(ə)l 'ɔ:də/ *noun* the arrangement of records such as files and invoices in order of their dates

churning /'tʃ:ɜ:nɪŋ/ *noun* **1.** a practice employed by stockbrokers, where they buy and sell on a client's discretionary account in order to earn their commission (the deals are frequently of no advantage to the client) **2.** a practice employed by insurance salesmen where the salesman suggests that a client should change his insurance policy solely in order to earn the salesman a commission

'...more small investors lose money through churning than almost any other abuse, yet most people have never heard of it. Churning involves brokers generating income simply by buying and selling investments on behalf of their clients. Constant and needless churning earns them hefty commissions which bites into the investment portfolio' [*Guardian*]

CIB *abbreviation* Chartered Institute of Bankers

CIF, c.i.f. *abbreviation* **1.** cost, insurance and freight **2.** US customer identification file

circular /'sɜ:kjələ/ *adjective* sent to many people ■ *noun* **1.** a leaflet or letter sent to many people ○ *They sent out a circular offering a 10% discount.* ○ *Senior management sent out a circular to all the employees explaining the changes in the payment scheme.* **2.** a leaflet sent by a broker to clients, with information about companies and shares

circularise /'sɜ:kjələraɪz/, **circularize** *verb* to send a circular to ○ *The committee has agreed to circularise the members of the society.* ○ *They circularised all their customers with a new list of prices.*

circular letter /,sɜ:kjələ 'letə/ *noun* a letter sent to many people

circular letter of credit /,sɜ:kjələ ,letə əv 'kredit/ *noun* a letter of credit sent to all branches of the bank which issues it

circulate /'sɜ:kjələɪt/ *verb* **1.** □ **to circulate freely** (of money) to move about without restriction by the government **2.** to send or to give out without restrictions □ **to circulate money** to issue money, to make money available to the public and industry **3.** to send information to ○ *They circulated a new list of prices to all their customers.* ○ *They circulated information about job vacancies to all colleges in the area.*

circulating capital /,sɜ:kjələɪtɪŋ 'kæpɪt(ə)l/ *noun* capital in the form of cash or debtors, raw materials, finished products and work in progress which a company requires to carry on its business

circulation /,sɜ:kjə'leɪf(ə)n/ *noun* movement □ **to put money into circulation** to issue new notes to business and the public ○ *The amount of money in circulation increased more than was expected.*

circulation of capital /,sɜ:kjə'leɪf(ə)n əv 'kæpɪt(ə)l/ *noun* a movement of capital from one investment to another

circumstances /'sɜ:kəmstænsɪz/ *plural noun* a general situation, especially insofar as it influences what a person can do or the way in which something happens. ♣ **financial**

Citizens Advice Bureau /,sɪtɪz(ə)nz əd'vaɪs ,bjʊərəʊ/ *noun* an office where people can go to get free advice on legal and administrative problems. *Abbreviation CAB*

city /'sɪtɪ/ *noun* **1.** a large town ○ *The largest cities in Europe are linked by hourly flights.* **2.** □ **the City (of London)** the old centre of London, where banks and large companies have their main offices; the British financial centre ○ *He works in the City or He is in the City.* □ **they say in the City that the company has been sold** the London business world is saying that the company has been sold

City analyst /,sɪtɪ 'ænalɪst/ *noun* a person who studies the London stock market

City desk /'sɪtɪ desk/ *noun* the department in a British newspaper which deals with business news

City editor /'sɪtɪ ,edɪtə/ *noun* the business and finance editor of a British newspaper

civil /'sɪv(ə)l/ *adjective* referring to ordinary people

civil action /,sɪv(ə)l 'ækʃən/ *noun* a court case brought by a person or a company against someone who has done them wrong

civil law /,sɪv(ə)l 'lɔ:/ *noun* laws relating to people's rights and to agreements between individuals

civil servant /ˌsɪv(ə)l 'sɜ:vənt/ *noun* a person who works in the civil service

civil service /ˌsɪv(ə)l 'sɜ:vɪs/ *noun* the organisation and personnel which administer a country ○ *You have to pass an examination to get a job in the civil service or to get a civil service job.*

claim /kleɪm/ *noun* **1.** an act of asking for something that you feel you have a right to □ **the union put in a 6% wage claim** the union asked for a 6% increase in wages for its members **2.** an act of stating that something is a fact ○ *Her claim that she had been authorised to take the money was demonstrably false.* **3.** an act of asking for money from an insurance company when something you insured against has taken place □ **to put in a claim** to ask the insurance company officially to pay damages ○ *to put in a claim for repairs to the car* ○ *She put in a claim for £250,000 damages against the driver of the other car.* □ **to settle a claim** to agree to pay what is asked for ○ *The insurance company refused to settle his claim for storm damage.* ■ **verb** **1.** to ask for money, especially from an insurance company ○ *He claimed £100,000 damages against the cleaning firm.* ○ *She claimed for repairs to the car against her insurance policy.* **2.** to say that you have a right to something or that something is your property ○ *He is claiming possession of the house.* ○ *No one claimed the umbrella found in my office.* **3.** to state that something is a fact ○ *He claims he never received the goods.* ○ *She claims that the shares are her property.*

claimant /'kleɪmənt/ *noun* a person who makes a claim against someone in the civil courts (NOTE: This term has now replaced **plaintiff**. The other side in a case is the **defendant**.)

claim back /kleɪm 'bæk/ *verb* to ask for money to be paid back

claimer /'kleɪmə/ *noun* same as **claimant**

claim form /'kleɪm fɔ:m/ *noun* a form which has to be filled in when making an insurance claim

claims department /'kleɪmz dɪˌpɑ:tmənt/ *noun* a department of an insurance company which deals with claims

claims manager /'kleɪmz ˌmænɪdʒə/ *noun* the manager of a claims department

claims reserve /'kleɪmz rɪˌzɜ:v/ *noun* money set aside by an insurance company to meet costs of claims incurred but not yet settled

class /klɑ:s/ *noun* **1.** a category or group into which things are classified **2.** *US* a type of common stock (NOTE: Class A stock is similar to the British **A shares**.)

classified advertisements /ˌklæsɪfaɪd ədˈvɜ:tɪsmənts/, **classified ads** /ˌklæsɪfaɪd 'ædz/ *plural noun* advertisements listed in a newspaper under special headings such as 'property for sale' or 'jobs wanted' ○ *Look in the small ads to see if anyone has a filing cabinet for sale.*

classified directory /ˌklæsɪfaɪd daɪ'rekt(ə)rɪ/ *noun* a list of businesses grouped under various headings such as computer shops or newsagents

classify /'klæsɪfaɪ/ *verb* to put into classes or categories according to specific characteristics (NOTE: **classifies – classifying – classified**)

clause *noun* /klɔ:z/ a section of a contract ○ *There are ten clauses in the contract of employment.* ○ *There is a clause in this contract concerning the employer's right to dismiss an employee.* ○ *According to clause six, payments will not be due until next year.* ■ **verb** to list details of the relevant parties to a bill of exchange

claw back /ˌklɔ: 'bæk/ *verb* to take back money which has been allocated ○ *Income tax claws back 25% of pensions paid out by the government.* ○ *Of the £1m allocated to the project, the government clawed back £100,000 in taxes.*

clawback /ˌklɔ:bæk/ *noun* **1.** money taken back, especially money taken back by the government from grants or tax concessions which had previously been made **2.** the allocation of new shares to existing shareholders, so as to maintain the value of their holdings

clean /kli:n/ *adjective* with no problems or no record of offences

clean bill of lading /ˌkli:n bɪl əv 'leɪdɪŋ/ *noun* a bill of lading with no note to say the shipment is faulty or damaged

clean float /'kli:n fləʊt/ *noun* an act of floating a currency freely on the international markets, without any interference from the government

clear /kliə/ *adjective* (of a period of time) free, total □ **three clear days** three whole working days ○ *Allow three clear days for the cheque to be paid into your account.* ■ **verb** 1. to sell something cheaply in order to get rid of stock ○ *'Demonstration models to clear'* 2. □ **to clear goods through customs** to have all documentation passed by customs so that goods can enter or leave the country

clearance /'kliərəns/ *noun* □ **to effect customs clearance** to clear goods through customs

clearance certificate /'kliərəns sə-
tɪfɪkət/ *noun* a document showing that goods have been passed by customs

clearance sale /'kliərəns seɪl/ *noun* a sale of items at low prices to get rid of stock

cleared date /'kliəd deɪt/ *noun* a date on which a cheque has cleared and funds have been removed from the account

clearing /'kliəriŋ/ *noun* 1. □ **clearing of goods through customs** passing of goods through customs 2. an act of passing of a cheque through the banking system, transferring money from one account to another

clearing bank /'kliəriŋ bæŋk/ *noun* a bank which clears cheques, especially one of the major British High Street banks, specialising in normal banking business for ordinary customers, such as loans, cheques, overdrafts and interest-bearing deposits

clearing house /'kliəriŋ haʊs/ *noun* a central office where clearing banks exchange cheques, or where stock exchange or commodity exchange transactions are settled

Clearing House Automated Payments System /'kliəriŋ haʊs
,ɔ:təmeɪtɪd 'peɪmənts ,sɪstəm/ *noun* a computerised system which is organised by the banks and used for clearing cheques. Abbreviation **CHAPS**

clearing house funds /'kliəriŋ haʊs
,fʌndz/ *plural noun* funds which are in the process of passing through the clearing house system

clearing member /'kliəriŋ ,membə/ *noun* a member firm of a stock exchange which is also a member of the stock exchange clearing house

clear off /,kliə 'ɒf/ *verb* □ **to clear off a debt** to pay all of a debt

clear profit /kliə 'prɒfɪt/ *noun* profit after all expenses have been paid ○ *We made \$6,000 clear profit on the deal.*

clear title /kliə 'taɪt(ə)l/ *noun* title to property without any charges or other encumbrances

clerical error /,klerɪk(ə)l 'erə/ *noun* a mistake made by someone doing office work

clerical work /'klerɪk(ə)l wɜ:k/ *noun* work done in an office

clerical worker /'klerɪk(ə)l ,wɜ:kə/ *noun* a person who works in an office

clerk /kla:k/ *noun* a person who works in an office

clicks-and-mortar /,kɪks ən
'mɔ:tə/ *adjective* conducting business both through e-commerce and also in the traditional way in buildings such as shops and warehouses. Compare **bricks-and-mortar**

'...there may be a silver lining for 'clicks-and-mortar' stores that have both an online and a high street presence. Many of these are accepting returns of goods purchased online at their traditional stores. This is a service that may make them more popular as consumers become more experienced online shoppers' [*Financial Times*]

client /'klaɪənt/ *noun* a person with whom business is done or who pays for a service ○ *One of our major clients has defaulted on her payments.*

clientele /,kli:ɪn'tel/ *noun* all the clients of a business or all the customers of a shop

clients' account /,klaɪənts ə'kaʊnt/ *noun* an account with a bank for clients of a solicitor

climb /klaɪm/ *verb* to go up ○ *The company has climbed to No. 1 position in the market.* ○ *Profits climbed rapidly as the new management cut costs.*

close *noun* /kləʊz/ the end of a day's trading on the Stock Exchange ○ *At the close shares had fallen 20%.* ■ *adjective* /kləʊs/ □ **close to** very near, almost ○ *The company was close to bankruptcy.* ○ *We are close to meeting our sales targets.* ■ *verb* /kləʊz/ 1. □ **to**

close a position to arrange your affairs so that you no longer have any liability to pay (e.g. by selling all your securities or when a purchaser of a futures contract takes on a sales contract for the same amount to offset the risk) □ **to close the accounts** to come to the end of an accounting period and make up the profit and loss account **2.** to bring something to an end □ **she closed his building society account** she took all the money out and stopped using the account **3.** □ **the shares closed at \$15** at the end of the day's trading the price of the shares was \$15

close company /,kləʊs 'kʌmp(ə)ni/ *noun* a privately owned company controlled by a few shareholders (in the UK, less than five) where the public may own a small number of the shares (NOTE: The US term is **close corporation** or **closed corporation**.)

closed /kləʊzd/ *adjective* **1.** not open for business, or not doing business ○ *The office is closed on Mondays.* ○ *These warehouses are usually closed to the public.* ○ *All the banks are closed on Christmas Day.* **2.** restricted

closed economy /kləʊzd i'kɒnəmi/ *noun* a type of economy where trade and financial dealings are tightly controlled by the government

closed-end mortgage /,kləʊzd end 'mɔːɡɪdʒ/ *noun* a mortgage where the borrower cannot use the property as security for other borrowings, such as a second mortgage, and cannot repay the mortgage early either

closed fund /kləʊzd 'fʌnd/ *noun* a fund, such as an investment trust, where the investor buys shares in the trust and receives dividends (as opposed to an open-ended trust, such as a unit trust, where the investor buys units, and his investment is used to purchase further securities for the trust)

closed market /kləʊzd 'mɑːkɪt/ *noun* a market where a supplier deals only with one agent or distributor and does not supply any others direct ○ *They signed a closed-market agreement with an Egyptian company.*

close down /,kləʊz 'daʊn/ *verb* **1.** to shut a shop, factory or service for a long period or for ever ○ *The company is closing down its London office.* ○ *The*

accident closed down the station for a period. **2.** (of a shop, factory or service) to stop doing business or operating

'...the best thing would be to have a few more plants close down and bring supply more in line with current demand' [*Fortune*]

closed shop /kləʊzd 'ʃɒp/ *noun* a system where a company agrees to employ only union members for specific jobs ○ *The union is asking the management to agree to a closed shop.*

COMMENT: Closed shops are illegal in many countries.

close-ended /,kləʊs 'endɪd/ **closed-end** /'kləʊzd end/ *adjective* referring to an investment which has a fixed capital, such as an investment trust

closely held /,kləʊsli 'held/ *adjective* referring to shares in a company which are controlled by only a few shareholders

close off /,kləʊz 'ɒf/ *verb* to come to the end of an accounting period and make up the profit and loss account

close out /,kləʊz 'aʊt/ *verb* to end a futures contract by selling the relevant commodity or financial instrument

closing /'kləʊzɪŋ/ *adjective* **1.** final or coming at the end **2.** at the end of an accounting period ○ *At the end of the quarter the bookkeeper has to calculate the closing balance.* ■ *noun* **1.** □ **the closing of an account** the act of stopping supply to a customer on credit **2.** the action of finalising a deal

closing bell /'kləʊzɪŋ bel/ *noun* a bell which is rung when a Stock Exchange closes for business

closing bid /'kləʊzɪŋ bɪd/ *noun* the last bid at an auction, the bid which is successful

closing costs /'kləʊzɪŋ kɒsts/ *plural noun* US the costs involved in finalising a deal, especially a mortgage or other bank loan

closing date /'kləʊzɪŋ deɪt/ *noun* the last date ○ *The closing date for tenders to be received is May 1st.*

closing-down sale /,kləʊzɪŋ 'daʊn ,seɪl/ *noun* the sale of goods when a shop is closing for ever

closing out /,kləʊzɪŋ 'aʊt/ *noun* the ending of a futures contract by selling the relevant commodity

closing price /'kləʊzɪŋ praɪs/ *noun* the price of a share at the end of a day's trading

closing statement /,kləʊzɪŋ 'steɪtmənt/ *noun* a statement of all charges and fees involved in a mortgage, made just before the mortgage is signed

closing stock /'kləʊzɪŋ stɒk/ *noun* the details of stock at the end of an accounting period ○ *At the end of the month the closing stock was 10% higher than at the end of the previous month.*

closing time /'kləʊzɪŋ taɪm/ *noun* the time when a shop or office stops work

closure /'kləʊʒə/ *noun* the act of closing

CM *abbreviation* US compounding method

CMBS *abbreviation* commercial mortgage-backed securities

CME *abbreviation* Chicago Mercantile Exchange

CML *abbreviation* Council of Mortgage Lenders

C/N *abbreviation* credit note

Co. *abbreviation* company ○ *J. Smith & Co.*

co- /kəʊ/ *prefix* working or acting together

c/o *abbreviation* care of

COB *abbreviation* Commission des Opérations de Bourse

co-creditor /kəʊ 'kredɪtə/ *noun* a person who is a creditor of the same company as you are

COD, c.o.d. *abbreviation* cash on delivery

code /kəʊd/ *noun* **1.** a system of signs, numbers or letters which mean something **2.** a set of rules

code of practice /,kəʊd əv 'præktɪs/ *noun* **1.** rules drawn up by an association which the members must follow when doing business **2.** the formally established ways in which members of a profession agree to work ○ *Advertisers have agreed to abide by the code of practice set out by the advertising council.*

co-director /'kəʊ daɪ'rektə/ *noun* a person who is a director of the same company as you

co-financing /,kəʊ 'faɪnænsɪŋ/ *noun* the act of arranging finance for a project from a series of sources

cohabit /kəʊ'hæbɪt/ *verb* to live together when not married ○ *A woman who cohabits may lose out financially if her partner dies.*

cohabitant /kəʊ'hæbɪtənt/ *noun* a person who lives with another

cohabitation /kəʊ,hæbɪ'teɪʃ(ə)n/ *noun* living together, when not married ○ *Most public-sector pension schemes do not recognise cohabitation.*

coin /kɔɪn/ *noun* a piece of metal money ○ *He gave me two 10-cent coins in my change.* ○ *I need some 10p coins for the telephone.* □ **coins of the realm** the coins which are legal tender in the UK

coincident indicator /kəʊ-'ɪnsɪd(ə)ns ,ɪndɪkeɪtə/ *noun* an indicator which coincides with economic activity (as opposed to leading indicators and lagging indicators)

co-insurance /,kəʊ ɪn'ʃʊərəns/ *noun* an insurance policy where the risk is shared among several insurers

COLA *abbreviation* US cost-of-living allowance

cold /kəʊld/ *adjective* without being prepared

cold call *noun* /kəʊld 'kɔ:l/ a telephone call or sales visit where the salesperson has no appointment and the client is not an established customer ■ *verb* to make a cold call

cold caller /kəʊld 'kɔ:lə/ *noun* a salesman who makes cold calls

cold calling /kəʊld 'kɔ:lɪŋ/ *noun* the act of making cold calls on potential customers

'...the board is considering the introduction of a set of common provisions on unsolicited calls to investors. The board is aiming to permit the cold calling of customer agreements for the provision of services relating to listed securities. Cold calling would be allowed when the investor is not a private investor' [Accountancy]

cold start /kəʊld 'stɑ:t/ *noun* the act of beginning a new business or opening a new shop with no previous turnover to base it on

collapse /kə'læps/ *noun* **1.** a sudden fall in price ○ *the collapse of the market in silver* ○ *the collapse of the dollar on the foreign exchange markets* **2.** a

sudden failure ○ *the collapse of the pay negotiations* ○ *Investors lost thousands of pounds in the collapse of the company.* ■ **verb 1.** to fall suddenly ○ *The market in silver collapsed.* ○ *The yen collapsed on the foreign exchange markets.* **2.** to fail suddenly ○ *The company collapsed with £250,000 in debts.* ○ *Talks between management and unions collapsed last night.*

collar /'kɒlə/ **noun 1.** purchasing fixed minimum and maximum rates ('floors' and 'caps') of interest, dividends or repayments at the same time **2.** ♦ **white-collar**

COMMENT: If a company has money in variable rate investments and wants to protect its income, it will buy a floor; instead of paying the premium for this purchase it will simultaneously sell a cap, so effectively creating a 'collar' round its investments.

collateral /kə'lət(ə)rəl/ **adjective** used to provide a guarantee for a loan ■ **noun** security, such as negotiable instruments, shares or goods, used to provide a guarantee for a loan

'...examiners have come to inspect the collateral that thrifts may use in borrowing from the Fed' [*Wall Street Journal*]

collateralise /kə'lət(ə)rəlaɪz/, **collateralize** **verb** to secure a debt by means of a collateral

collateral loan /kə'lət(ə)rəl ləʊn/ **noun** a loan secured on assets

colleague /'kɒli:g/ **noun** a person who works in the same organisation as another

collect /kə'lekt/ **verb 1.** to get money which is owed to you by making the person who owes it pay □ **to collect a debt** to go and make someone pay a debt **2.** to take things away from a place ○ *We have to collect the stock from the warehouse.* ■ **adverb, adjective** referring to a phone call which the person receiving the call agrees to pay for

collect call /kə'lekt kɔ:l/ **noun** a telephone call which the person receiving the call agrees to pay for

collectibles /kə'lektɪb(ə)lɪz/ **plural noun** items which people collect, e.g. stamps, playing cards or matchboxes

collecting agency /kə'lektɪŋ ,eɪdʒənsi/ **noun** an agency which col-

lects money owed to other companies for a commission

collection /kə'leɪʃən/ **noun 1.** the act of getting money together, or of making someone pay money which is owed ○ *tax collection* or *collection of tax* □ **bills for collection** bills where payment is due **2.** the fetching of goods ○ *The stock is in the warehouse awaiting collection.* □ **to hand something in for collection** to leave something for someone to come and collect

collection charge /kə'leɪʃən tʃɑ:dʒ/, **collection rate** /kə'leɪʃən reɪt/ **noun** a charge for collecting something

collections /kə'leɪʃənz/ **plural noun** money which has been collected

collector /kə'lektə/ **noun** a person who makes people pay money which is owed ○ *He works as a debt collector.*

colon /'kəʊlən/ **noun** a unit of currency used in Costa Rica and El Salvador

column /'kɒləm/ **noun** a series of numbers arranged one underneath the other ○ *to add up a column of figures* ○ *Put the total at the bottom of the column.*

combine /'kɒmbaɪn/ **noun** a large financial or commercial group ○ *a German industrial combine*

COMECON /'kɒmɪkɒn/ **noun** formerly, an economic alliance of countries in Eastern Europe, including Bulgaria, Czechoslovakia, Hungary, Poland, Romania and the USSR, and also including Cuba, Vietnam and Mongolia. Full form **Council for Mutual Economic Assistance**

COMEX **abbreviation** New York Commodity Exchange

COMIT index **noun** the index of prices on the Milan Stock Exchange

commerce /'kɒmɜ:s/ **noun** the buying and selling of goods and services

commercial /kə'mɜ:f(ə)l/ **adjective 1.** referring to business **2.** profitable □ **not a commercial proposition** not likely to make a profit

commercial aircraft /kə,mɜ:f(ə)l 'eəkrɑ:ft/ **noun** an aircraft used to carry cargo or passengers for payment

commercial attaché /kə'mɜ:f(ə)l ə,tæʃeɪ/ **noun** a diplomat whose job is

to promote the commercial interests of his or her country

commercial bank /kə'mɜːf(ə)l bæŋk/ *noun* a bank which offers banking services to the public, as opposed to a merchant bank

commercial bill /kə'mɜːf(ə)l bɪl/ *noun* a bill of exchange issued by a company (a trade bill) or accepted by a bank (a bank bill) (as opposed to Treasury bills which are issued by the government)

commercial directory /kə'mɜːf(ə)l daɪ'rekt(ə)ri/ *noun* a book which lists all the businesses and business people in a town

commercial district /kə'mɜːf(ə)l ,dɪstrɪkt/ *noun* the part of a town where offices and shops are located

commercial failure /kə'mɜːf(ə)l 'feɪljə/ *noun* a financial collapse or bankruptcy

commercialisation /kə'mɜːf(ə)laɪ-'zeɪʃ(ə)n/, **commercialization** *noun* the act of making something into a business run for profit ○ *the commercialisation of museums*

commercialise /kə'mɜːfələɪz/, **commercialize** *verb* to make something into a business ○ *The holiday town has become unpleasantly commercialised.*

commercial law /kə'mɜːf(ə)l 'lɔː/ *noun* the laws regarding business

commercial lawyer /kə'mɜːf(ə)l 'lɔːjə/ *noun* a person who specialises in company law or who advises companies on legal problems

commercially /kə'mɜːf(ə)li/ *adverb* in a business way □ **not commercially viable** not likely to make a profit

commercial mortgage /kə'mɜːf(ə)l 'mɔːɡɪdʒ/ *noun* a mortgage on commercial property, such as offices, shops and factories

commercial mortgage-backed securities /kə'mɜːf(ə)l 'mɔːɡɪdʒ bækt sɪ'kjʊərɪtɪz/ *plural noun* shares which are backed by the security of a commercial mortgage. Abbreviation **CMBS**

commercial paper /kə'mɜːf(ə)l 'peɪpə/ *noun* an IOU issued by a company to raise a short-term loan. Abbreviation **CP**

commercial port /kə'mɜːf(ə)l 'pɔːt/ *noun* a port which has only goods traffic and no passengers

commercial property /kə'mɜːf(ə)l 'prɒpəti/ *noun* a building, or buildings, used as offices or shops

commercial value /kə'mɜːf(ə)l 'væljuː/ *noun* the value that a thing would have if it were offered for sale □ **'sample only – of no commercial value'** these goods are intended only as a sample and would not be worth anything if sold

commingling /kə'mɪŋɡlɪŋ/ *noun* *US* the action of mixing financial information from different sources so that no single source can be identified, as when the difference between personal financial information and company financial information is blurred

commission /kə'mɪʃ(ə)n/ *noun* 1. money paid to a salesperson or agent, usually a percentage of the sales made ○ *She gets 10% commission on everything she sells.* ○ *He is paid on a commission basis.* □ **he charges 10% commission** he asks for 10% of sales as his payment 2. a group of people officially appointed to examine some problem ○ *He is the chairman of the government commission on export subsidies.* ○ *The government has appointed a commission of inquiry to look into the problems of small exporters.*

commission agent /kə'mɪʃ(ə)n ,eɪdʒənt/ *noun* an agent who is paid a percentage of sales

commission broker /kə'mɪʃ(ə)n ,brəʊkə/ *noun* a stockbroker who works for a commission

Commission des Opérations de Bourse *noun* the body which supervises the French Stock Exchanges (the equivalent of the British SIB or the American SEC). Abbreviation **COB**

commissioner /kə'mɪʃ(ə)nə/ *noun* an important official appointed by a government or other authority, or a member of a commission

Commissioner of Inland Revenue /kə'mɪʃ(ə)nə əv ,ɪnlənd 'reɪvənjuː/ *noun* a person appointed officially to supervise the collection of taxes, including income tax, capital gains tax and corporation tax, but not VAT

commission house /kə'mɪʃ(ə)n haʊs/ *noun* a firm which buys or sells (usually commodities) for clients, and charges a commission for this service

Commission of the European Community /kə'mɪʃ(ə)n əv ðiːˌjʊərəpiːən kə'mjuːniti/ *noun* same as **European Commission**

commission rep /kə'mɪʃ(ə)n rep/ *noun* a representative who is not paid a salary but receives a commission on sales

commission sale /kə'mɪʃ(ə)n seɪl/ *noun* a sale where the salesperson is paid a commission

commit /kə'mɪt/ *verb* □ **to commit yourself to** to guarantee something, especially a loan issue, or to guarantee to do something

commitment /kə'mɪtmənt/ *noun* an agreement by an underwriting syndicate to underwrite a Note Issuance Facility

commitment fee /kə'mɪtmənt fiː/ *noun* a fee paid to a bank which has arranged a line of credit which has not been fully used

commodity /kə'mɒditi/ *noun* something sold in very large quantities, especially a raw material such as a metal or a food such as wheat

COMMENT: Commodities are either traded for immediate delivery (as 'actuals' or 'physicals'), or for delivery in the future (as 'futures'). Commodity markets deal either in metals (aluminium, copper, lead, nickel, silver and zinc) or in 'soft' items, such as cocoa, coffee, sugar and oil.

commodity exchange /kə'mɒditi ɪks,tʃeɪndʒ/ *noun* a place where commodities are bought and sold

commodity futures /kə'mɒditi 'fjuːtʃəz/ *plural noun* commodities traded for delivery at a later date ○ *Silver rose 5% on the commodity futures market yesterday.*

commodity market /kə'mɒditi ˌmɑːkɪt/ *noun* a place where people buy and sell commodities

commodity trader /kə'mɒditi ˌtreɪdə/ *noun* a person whose business is buying and selling commodities

common /'kɒmən/ *adjective* belonging to several different people or to everyone

Common Agricultural Policy /ˌkɒmən ˌæɡrɪ'kʌltʃ(ə)rəl ˌpɒlɪsi/ *noun* an agreement between members of the EU to protect farmers in EU countries by paying subsidies to fix the prices of farm produce. Abbreviation **CAP**

common carrier /ˌkɒmən 'kæriə/ *noun* a firm which carries goods or passengers, and which anyone can use

common dividend /ˌkɒmən 'dɪvɪdend/ *noun* a dividend payable on common stock

common equity /ˌkɒmən 'ekwɪti/ *noun* ordinary shares in a company

common law /ˌkɒmən 'lɔː/ *noun* a law as laid down in decisions of courts, rather than by statute

common ownership /ˌkɒmən ˌəʊnəʃɪp/ *noun* a situation where a business is owned by the employees who work in it

common pricing /ˌkɒmən 'praɪsɪŋ/ *noun* the illegal fixing of prices by several businesses so that they all charge the same price

common seal /'kɒmən siːl/, **company's seal** /ˌkʌmp(ə)nɪz 'siːl/ *noun* a metal stamp for stamping documents with the name of the company to show that they have been approved officially ○ *to attach the company's seal to a document*

common stock /ˌkɒmən 'stɒk/ *noun* US ordinary shares in a company, giving shareholders a right to vote at meetings and to receive dividends

Communauté financière africaine full form of **CFA**

Communauté Française du Pacifique full form of **CFP**

commutation factors /ˌkɒmjʊ-'teɪʃ(ə)n ˌfæktəz/ *plural noun* factors used to calculate the amount of pension to be given up in exchange for a lump sum

commute /kə'mjuːt/ *verb* **1.** to travel to work from home each day ○ *He commutes from the country to his office in the centre of town.* ○ *She spends two hours a day commuting to and from work.* ○ *We have bought a house within commuting distance of London.* **2.** to change a right into cash

'Commuting is never business use. A trip to work is personal and not deductible. And making a business phone call or holding a business meeting in your car while you drive will not change that fact' [*Nation's Business*]

Companies Act /'kʌmp(ə)nɪz ækt/ *noun* an Act of Parliament which regulates the workings of companies, stating the legal limits within which companies may do their business

Companies Registration Office /,kʌmp(ə)nɪz redʒɪ'streɪf(ə)n ɒfɪs/ *noun* an office of the Registrar of Companies, the official organisation where the records of companies must be deposited, so that they can be inspected by the public. Abbreviation **CRO** (NOTE: Also called **Companies' House**.)

company /'kʌmp(ə)nɪ/ *noun* a business organisation, a group of people organised to buy, sell or provide a service, usually for profit □ **to put a company into liquidation** to close a company by selling its assets for cash □ **to set up a company** to start a company legally

COMMENT: A company can be incorporated (with memorandum and articles of association) as a private limited company, and adds the initials 'Ltd' after its name, or as a public limited company, when its name must end in 'Plc'. Unincorporated companies are partnerships such as firms of solicitors, architects, accountants, etc., and they add the initials 'Co.' after their name.

company car /,kʌmp(ə)nɪ 'kɑː/ *noun* a car which belongs to a company and is lent to an employee to use for business or other purposes

company director /,kʌmp(ə)nɪ daɪ'rektə/ *noun* a person appointed by the shareholders to help run a company

company doctor /,kʌmp(ə)nɪ 'dɒktə/ *noun* 1. a doctor who works for a company and looks after sick workers ○ *The staff are all sent to see the company doctor once a year.* 2. a specialist businessperson who rescues businesses which are in difficulties

company flat /'kʌmp(ə)nɪ flæt/ *noun* a flat owned by a company and used by members of staff from time to time (NOTE: The US term is **company apartment**.)

company law /,kʌmp(ə)nɪ 'lɔː/ *noun* laws which refer to the way companies work

company pension scheme /,kʌmp(ə)nɪ 'penʃən skiːm/ *noun* same as **occupational pension scheme** ○ *He decided to join the company's pension scheme.*

company promoter /,kʌmp(ə)nɪ prə'məʊtə/ *noun* a person who organises the setting up of a new company

company registrar /,kʌmp(ə)nɪ 'redʒɪstrɑː/ *noun* the person who keeps the share register of a company

company secretary /,kʌmp(ə)nɪ 'sekɹɪ(ə)rɪ/ *noun* a person who is responsible for a company's legal and financial affairs

comparable /'kɒmp(ə)rəb(ə)l/ *adjective* which can be compared ○ *The two sets of figures are not comparable.*

□ **which is the nearest company comparable to this one in size?** which company is most similar in size to this one? □ **on a comparable-store basis** when comparing similar stores belonging to different companies

compare with /kəm'peə wɪð/ *verb* to examine two things to see where they are the same and where they differ ○ *How do the sales this year compare with last year's?* ○ *Compared with the previous month, last month was terrific.*

compensate /'kɒmpənsɪt/ *verb* to give someone money to make up for a loss or injury ○ *In this case we will compensate a manager for loss of commission.* ○ *The company will compensate the employee for the burns suffered in the accident.* (NOTE: You compensate someone for something.)

compensating balance /,kɒmpənsɪt 'bæləns/ *noun* the amount of money which a customer has to keep in a bank account in order to get free services from the bank

compensation /,kɒmpən'seɪʃ(ə)n/ *noun* 1. □ **compensation for damage** payment for damage done □ **compensation for loss of office** payment to a director who is asked to leave a company before their contract ends □ **compensation for loss of earnings** payment to someone who has stopped earning money or who is not able to earn money 2. *US* a salary

compensation deal /,kɒmpən'seɪʃ(ə)n diːl/ *noun* a deal where an exporter is paid (at least in part) in

goods from the country to which he is exporting

compensation fund /ˌkɒmpən-'seɪʃ(ə)n fʌnd/ *noun* a fund operated by the Stock Exchange to compensate investors for losses suffered when members of the Stock Exchange default

compensation package /ˌkɒmpən-'seɪʃ(ə)n ˌpækɪdʒ/ *noun* the salary, pension and other benefits offered with a job

'...golden parachutes are liberal compensation packages given to executives leaving a company' [*Publishers Weekly*]

compensatory /ˌkɒmpən-'seɪt(ə)rɪ/ *adjective* which compensates for something

compensatory financing /ˌkɒmpənseɪt(ə)rɪ ˈfaɪnænsɪŋ/ *noun* finance from the IMF to help a country in difficulty

compete /kəm'pi:t/ *verb* □ **to compete with someone or with a company** to try to do better than another person or another company ○ *We have to compete with cheap imports from the Far East.* ○ *They were competing unsuccessfully with local companies on their home territory.* □ **the two companies are competing for a market share or for a contract** each company is trying to win a larger part of the market, trying to win the contract

competence framework /kəm'pɪt(ə)ns ˌfreɪmwɜ:k/ *noun* the set of duties or tasks performed as part of a job with the standards which should be achieved in these duties

competing /kəm'pɪtɪŋ/ *adjective* which competes □ **competing firms** firms which compete with each other □ **competing products** products from different companies which have the same use and are sold in the same markets at similar prices

competition /ˌkɒmpə'tɪʃ(ə)n/ *noun* **1.** a situation where companies or individuals are trying to do better than others, e.g. trying to win a larger share of the market, or to produce a better or cheaper product or to control the use of resources □ **keen competition** strong competition ○ *We are facing keen competition from European manufacturers.* **2.** □ **the competition** companies which are trying to compete with your product

○ *We have lowered our prices to beat the competition.* ○ *The competition have brought out a new range of products.*

'...profit margins in the industries most exposed to foreign competition are worse than usual' [*Sunday Times*]

'...competition is steadily increasing and could affect profit margins as the company tries to retain its market share' [*Citizen (Ottawa)*]

competitive /kəm'petɪtɪv/ *adjective* **1.** involving competition **2.** intended to compete with others, usually by being cheaper or better □ **competitive price** a low price aimed to compete with a rival product □ **competitive product** a product made or priced to compete with existing products

'...the company blamed fiercely competitive market conditions in Europe for a £14m operating loss last year' [*Financial Times*]

competitive bid /kəm'petɪtɪv 'bɪd/ *noun* a method of auctioning new securities, where various underwriters offer the stock at competing prices

competitive devaluation /kəm'petɪtɪv ˌdi:vælju'eɪʃ(ə)n/ *noun* a devaluation of a currency to make a country's goods more competitive on the international markets

competitively /kəm'petɪtɪvli/ *adverb* □ **competitively priced** sold at a low price which competes with the price of similar products from other companies

competitiveness /kəm'petɪtɪvnəs/ *noun* the fact of being competitive

'...farmers are increasingly worried by the growing lack of competitiveness for their products on world markets' [*Australian Financial Review*]

competitive pricing /kəm'petɪtɪv 'praɪsɪŋ/ *noun* the practice of putting low prices on goods so as to compete with other products

competitive products /kəm'petɪtɪv 'prɒdʌkts/ *plural noun* products made to compete with existing products

competitor /kəm'petɪtə/ *noun* a person or company that is competing with another ○ *Two German firms are our main competitors.*

'...sterling labour costs continue to rise between 3% and 5% a year faster than in most of our competitor countries' [*Sunday Times*]

complete /kəm'pli:t/ *verb* to sign a contract for the sale of a property and to

exchange it with the other party, so making it legal

completion /kəm'pli:f(ə)n/ *noun* the act of finishing something □ **completion of a contract** the act of signing a contract for the sale of a property whereby the buyer pays and the seller transfers ownership to the buyer

completion date /kəm'pli:f(ə)n deɪt/ *noun* a date when something will be finished

compliance /kəm'plaɪəns/ *noun* agreement to do what is ordered

compliance department /kəm'plaɪəns dɪpɑ:t'mənt/ *noun* a department in a stockbroking firm which makes sure that the Stock Exchange rules are followed and that confidentiality is maintained in cases where the same firm represents rival clients

compliance officer /kəm'plaɪəns ,ɒfɪsə/ *noun* an employee of a financial organisation whose job is to make sure that the organisation complies with the regulations governing its business

comply /kəm'plaɪ/ *verb* to agree to do what is ordered (NOTE: **complies – complying – complied**) □ **to comply with a court order** to obey an order given by a court

composite /'kɒmpəzɪt/ *adjective* made up of various parts joined together

composite index /'kɒmpəzɪt 'ɪndeks/ *noun* an index made from various indices

composition /'kɒmpə'zɪʃ(ə)n/ *noun* an agreement between a debtor and creditors, where the debtor settles a debt by repaying only part of it

compound /kəm'paʊnd/ *verb* 1. to agree with creditors to settle a debt by paying part of what is owed 2. to add to ○ *The interest is compounded daily.*

compounded /kəm'paʊndɪd/ *adjective* added together

compounded annual return /kəm'paʊndɪd ,ænjʊəl rɪ'tɜ:n/ *noun* a net return on an investment, calculated after adding interest and deducting tax

compounded interest rate /kəm'paʊndɪd 'ɪntrəst reɪt/ *noun* an interest rate showing the effect of adding the interest to the capital

compounding method /kəm'paʊndɪŋ ,meθəd/ *noun* the method

used when compounding interest (daily, monthly, quarterly or annually). Abbreviation **CM**

compound interest /'kɒmpaʊnd 'ɪntrəst/ *noun* interest which is added to the capital and then earns interest itself

comprehensive insurance /'kɒmprihensɪv ɪn'ʃʊərəns/, **comprehensive policy** /'kɒmprihensɪv 'pɒlɪsi/ *noun* an insurance policy which covers you against all risks which are likely to happen

compromise /'kɒmprəmaɪz/ *noun* an agreement between two sides, where each side gives way a little ○ *Management offered £5 an hour, the union asked for £9, and a compromise of £7.50 was reached.* ■ *verb* to reach an agreement by giving way a little ○ *He asked £15 for it, I offered £7 and we compromised on £10.*

comptroller /kən'trɒlə/ *noun* a financial controller

Comptroller of the Currency /kən'trɒlə əv ðə 'kʌrənsɪ/ *noun* an official of the US government responsible for the regulation of US national banks (that is, banks which are members of the Federal Reserve)

compulsory /kəm'pʌlsəri/ *adjective* which is forced or ordered

compulsory liquidation /kəm'pʌlsəri ,lɪkwɪ'deɪʃ(ə)n/ *noun* liquidation which is ordered by a court

compulsory purchase /kəm'pʌlsəri 'pɜ:tʃɪs/ *noun* the purchase of an annuity with the fund built up in a personal pension scheme

compulsory winding up /kəm'pʌlsəri ,waɪndɪŋ 'ʌp/ *noun* liquidation which is ordered by a court

computable /kəm'pjʊ:təb(ə)l/ *adjective* which can be calculated

computation /'kɒmpjʊ'teɪʃ(ə)n/ *noun* a calculation

computational error /'kɒmpjʊtɪʃ(ə)nəl 'erə/ *noun* a mistake made in calculating

compute /kəm'pjʊ:t/ *verb* to calculate, to do calculations

computer /kəm'pjʊ:tə/ *noun* an electronic machine which calculates or stores information and processes it automatically

computer bureau /kəm'pjʊ:tə ,bjʊərəʊ/ *noun* an office which offers to do work on its computers for companies which do not own their own computers

computer department /kəm-'pjʊ:tə dɪ'pɑ:t'mənt/ *noun* a department in a company which manages the company's computers

computer error /kəm'pjʊ:tər 'erə/ *noun* a mistake made by a computer

computer file /kəm'pjʊ:tə faɪl/ *noun* a section of information on a computer, e.g. the payroll, list of addresses or list of customer accounts

computerise /kəm'pjʊ:təraɪz/, **computerize** *verb* to change something from a manual system to one using computers ○ *We have computerised all our records.* ○ *Stock control is now completely computerised.*

computerised /kəm'pjʊ:təraɪzd/, **computerized** *adjective* carried out by computers ○ *a computerised invoicing or filing system*

computer language /kəm'pjʊ:tə ,læŋgwɪdʒ/ *noun* a system of signs, letters and words used to instruct a computer

computer listing /kəm'pjʊ:tə 'lɪstɪŋ/ *noun* a printout of a list of items taken from data stored in a computer

computer magazine /kəm'pjʊ:tə mæɡə'zi:n/ *noun* a magazine with articles on computers and programs

computer manager /kəm'pjʊ:tə ,mænɪdʒə/ *noun* a person in charge of a computer department

computer model /kəm'pjʊ:tə 'mɒd(ə)/ *noun* a system for calculating investment opportunities, used by fund managers to see the right moment to buy or sell

computer program /kəm'pjʊ:tə 'prəʊgræm/ *noun* instructions to a computer telling it to do a particular piece of work ○ *to buy a graphics program* ○ *The accounts department is running a new payroll program.*

computer programmer /kəm-'pjʊ:tə 'prəʊgræmə/ *noun* a person who writes computer programs

computer programming /kəm-'pjʊ:tə 'prəʊgræmɪŋ/ *noun* the work of writing programs for computers

computer-readable /kəm'pjʊ:tə 'rɪ:dəb(ə)/ *adjective* which can be read and understood by a computer ○ *computer-readable codes*

computer run /kəm'pjʊ:tə rʌn/ *noun* a period of work done by a computer

computer services /kəm'pjʊ:tə 'sɜ:vɪsɪz/ *plural noun* work using a computer, done by a computer bureau

computer system /kəm'pjʊ:tə ,sɪstəm/ *noun* a set of programs, commands, etc., which run a computer

computer time /kəm'pjʊ:tə taɪm/ *noun* the time when a computer is being used, paid for at an hourly rate

computing /kəm'pjʊ:tɪŋ/ *noun* the operating of computers

computing speed /kəm'pjʊ:tɪŋ spi:d/ *noun* the speed at which a computer calculates

concealment of assets /kən-'si:l'mənt əv 'æsets/ *noun* the act of hiding assets so that creditors do not know they exist

concentration /,kɒnsən'treɪf(ə)n/ *noun* **1.** the action of grouping a large number of things together. Also called **market concentration** **2.** the action of a bank in lending too much to one single sector of the economy (NOTE: It is generally thought that banks should not make more than 10% of their loans to a single sector.)

concern /kən'sɜ:n/ *noun* a business or company □ **sold as a going concern** sold as an actively trading company

concert /'kɒnsət/ *noun* □ **to act in concert** (of several people) to work together to achieve an aim

concert party /'kɒnsət ,pɑ:ti/ *noun* an arrangement where several people or companies work together in secret (usually to acquire another company through a takeover bid)

concession /kən'sef(ə)n/ *noun* **1.** the right to use someone else's property for business purposes **2.** the right to be the only seller of a product in a place ○ *She runs a jewellery concession in a department store.* **3.** an allowance, such as a reduction of tax or price

concessionaire /kən'sef(ə)'neə/ *noun* a person or business that has the

right to be the only seller of a product in a place

concessionary fare /kən'seɪʃ(ə)nəri feə/ *noun* a reduced fare for some types of passenger (such as pensioners, students or employees of a transport company)

conciliation /kən,sɪli'eɪʃ(ə)n/ *noun* the practice of bringing together the parties in a dispute with an independent third party, so that the dispute can be settled through a series of negotiations

condition /kən'dɪʃ(ə)n/ *noun* **1.** something which has to be carried out as part of a contract or which has to be agreed before a contract becomes valid ☐ **on condition that** provided that ☐ *They were granted the lease on condition that they paid the legal costs.* **2.** a general state or the general way of life in a certain place ☐ *item sold in good condition* ☐ *Working in unhealthy cond* ☐ *The union has complained of the bad working conditions in the factory.* ☐ *What was the condition of the car when it was sold?* ☐ *Adverse trading conditions affected our profits.*

conditional /kən'dɪʃ(ə)n(ə)l/ *adjective* provided that specific conditions are taken into account ☐ **to give a conditional acceptance** to accept, provided that specific things happen or that specific terms apply

conditionality /kən,dɪʃ(ə)'næltɪ/ *noun* the fact of having conditions attached

conditional offer /kən,dɪʃ(ə)nəl 'ɒfə/ *noun* an offer to buy provided that specific terms apply

conditions of employment /kən-,dɪʃ(ə)nz əv ɪm'plɔɪmənt/ *plural noun* the terms of a contract of employment

conditions of sale /kən,dɪʃ(ə)nz əv 'seɪl/ *plural noun* agreed ways in which a sale takes place, e.g. discounts or credit terms

condominium /,kɒndə'mɪniəm/ *noun* *US* a system of ownership, where a person owns an apartment in a building, together with a share of the land, stairs, roof, etc.

conference proceedings /'kɒnf(ə)rəns prə'sɪdɪŋz/ *plural noun* a written report of what has taken place at a conference

confidential report /,kɒnfɪdənfəl rɪ'pɔ:t/ *noun* a secret document which must not be shown to other people

confirm /kən'fɜ:m/ *verb* **1.** to say again that something agreed before is correct ☐ *to confirm a hotel reservation or a ticket or an agreement or a booking* ☐ *They wrote to confirm the details of the contract.* **2.** to say that letters of credit from foreign purchasers are agreed, and that the sellers will be paid for orders placed

confirmation /,kɒnfə'meɪʃ(ə)n/ *noun* **1.** the act of writing to confirm the details of a transaction or agreement **2.** an agreement that orders from foreign purchasers will be paid

confiscation /,kɒnfɪs'keɪʃ(ə)n/ *noun* the act of taking away someone's possessions as a punishment

conflict of interest /,kɒnflɪkt əv 'ɪntrəst/ *noun* a situation where a person or firm may profit personally from decisions taken in an official capacity

conglomerate /kən'glɒməɾət/ *noun* a group of subsidiary companies linked together and forming a group, each making very different types of products

consensus /kən'sensəs/ *noun* an opinion which most people agree on ☐ *management by consensus* ☐ **the Wall Street consensus** the general opinion among analysts on Wall Street

consequential /,kɒnsɪ'kwɛnfəl/ *adjective* which follows as a consequence

consequential loss /,kɒnsɪkwɛnfəl 'lɒs/ *noun* loss which occurs as the result of some other loss. Also called **indirect loss**

conservative /kən'sɜ:vətɪv/ *adjective* careful, not overestimating ☐ *His forecast of expenditure was very conservative* or *He made a conservative forecast of expenditure.* ☐ **a conservative estimate** a calculation which probably underestimates the final figure ☐ *Their turnover has risen by at least 20% in the last year, and that is probably a conservative estimate.*

'...we are calculating our next budget income at an oil price of \$15 per barrel. We know it is a conservative projection, but we do not want to come in for a shock should prices dive at any time during the year' [Lloyd's List]

conservatively /kən'sɜ:vətɪvli/ *adverb* not overestimating ☐ *The total*

sales are conservatively estimated at £2.3m.

conservator /kən'sɜ:vətər/ *noun*
US an official appointed by a court to manage a person's affairs

consider /kən'sɪdə/ *verb* □ **to consider**
the terms of a contract to examine a contract and discuss whether the terms are acceptable

consideration /kən,sɪdə'reɪʃ(ə)n/ *noun*
1. serious thought ○ *We are giving consideration to moving the head office to Scotland.* **2.** something valuable exchanged as part of a contract

consign /kən'saɪn/ *verb* □ **to consign goods to someone** to send goods to someone for them to use or to sell for you

consignation /,kɒnsaɪ'neɪʃ(ə)n/ *noun* the act of consigning

consignee /,kɒnsaɪ'ni:/ *noun* a person who receives goods from someone for their own use or to sell for the sender

consignment /kən'saɪnmənt/ *noun*
1. the sending of goods to someone who will sell them for you □ **goods on consignment** goods kept for another company to be sold on their behalf for a commission **2.** a group of goods sent for sale ○ *A consignment of goods has arrived.* ○ *We are expecting a consignment of cars from Japan.*

'...some of the most prominent stores are gradually moving away from the traditional consignment system, under which manufacturers agree to repurchase any unsold goods, and in return dictate prices and sales strategies and even dispatch staff to sell the products' [*Nikkei Weekly*]

consignment note /kən'saɪnmənt nəʊt/ *noun* a note saying that goods have been sent

consignor /kən'saɪnə/ *noun* a person who consigns goods to someone

COMMENT: The goods remain the property of the consignor until the consignee sells or pays for them.

consolidate /kən'splɪdeɪt/ *verb* **1.** to include the accounts of several subsidiary companies as well as the holding company in a single set of accounts **2.** to group goods together for shipping **3.** to remain at the same level for some time, before moving up again

consolidated accounts /kən-,splɪdeɪtɪd ə'kaʊnts/ *plural noun* accounts where the financial position of several different companies (i.e. a holding company and its subsidiaries) are recorded together

consolidated balance sheet /kən,splɪdeɪtɪd 'bæləns ʃi:t/ *noun* a balance sheet of subsidiary companies grouped together into the balance sheet of the parent company

consolidated fund /kən'splɪdeɪtɪd fʌnd/ *noun* money in the Exchequer which comes from tax revenues and is used to pay for government expenditure

consolidated shipment /kən-,splɪdeɪtɪd 'ʃɪpmənt/ *noun* goods from different companies grouped together into a single shipment

consolidated stock /kən-,splɪdeɪtɪd 'stɒk/ *noun* full form of **consols**

consolidation /kən,splɪ'deɪʃ(ə)n/ *noun* **1.** the grouping together of goods for shipping **2.** taking profits from speculative investments and investing them safely in blue-chip companies

consols /'kɒnsɒlz/ *plural noun* government bonds which pay interest but do not have a maturity date

consortium /kən'sɔ:tɪəm/ *noun* a group of companies which work together ○ *A consortium of Canadian companies* or *A Canadian consortium has tendered for the job.* (NOTE: The plural is **consortia**.)

'...the consortium was one of only four bidders for the £2 billion contract to run the lines, seen as potentially the most difficult contract because of the need for huge investment' [*Times*]

constructive notice /kən'strʌktɪv 'nəʊtɪs/ *noun* **1.** knowledge which the law says a person has of something (whether or not the person actually has it) because certain information is available to him if he makes reasonable inquiry **2. US** a printed notice published in a newspaper to inform the public that something has taken place

consular invoice /,kɒnsjələ 'ɪnvɔɪs/ *noun* an invoice stamped by a consul to show that goods being imported have correct documentation and are being shipped legally

consult /kən'sʌlt/ *verb* to ask an expert for advice ○ *We consulted our accountant about our tax.*

consultancy /kən'sʌltənsi/ *noun* the act of giving specialist advice ○ *a consultancy firm* ○ *She offers a consultancy service.*

consultant /kən'sʌltənt/ *noun* a specialist who gives advice ○ *an engineering consultant* ○ *a management consultant* ○ *a tax consultant*

consulting /kən'sʌltɪŋ/ *adjective* giving specialist advice ○ *a consulting engineer*

consulting actuary /kən'sʌltɪŋ 'æktʃuəri/ *noun* an independent actuary who advises large pension funds

consumable goods /kən-sju:məb(ə)l 'gʊdz/, **consumables** /kən'sju:məb(ə)lz/ *plural noun* goods which are bought by members of the public and not by companies. Also called **consumer goods**

consumer /kən'sju:mə/ *noun* a person or company that buys and uses goods and services ○ *Gas consumers are protesting at the increase in prices.* ○ *The factory is a heavy consumer of water.*

consumer bank /kən,sju:mə 'bæŋk/ *noun* same as **retail bank**

consumer council /kən,sju:mə 'kaʊns(ə)l/ *noun* a group representing the interests of consumers

consumer credit /kən,sju:mə 'kredit/ *noun* the credit given by shops, banks and other financial institutions to consumers so that they can buy goods (NOTE: Lenders have to be licensed under the Consumer Credit Act, 1974. The US term is **installment credit**.)

Consumer Credit Act, 1974 /kən-sju:mə 'kredit ækt/ *noun* an Act of Parliament which licenses lenders, and requires them to state clearly the full terms of loans which they make, including the APR

Consumer Credit Counselling Service /kən,sju:mə 'kredit 'kaʊnsəlɪŋ ,sɜ:vɪs/ *noun* a service which advises people about problems with items bought on credit

consumer durables /kən,sju:mə 'dʒʊərəb(ə)lz/ *plural noun* items which are bought and used by the public, e.g.

washing machines, refrigerators or cookers

consumer goods /kən,sju:mə 'gʊdz/ *plural noun* same as **consumable goods**

consumer lease /kən,sju:mə 'li:s/ *noun* a lease for the use or purchase of an item of equipment to be used in the home

consumer panel /kən'sju:mə ,pæn(ə)l/ *noun* a group of consumers who report on products they have used so that the manufacturers can improve them or use what the panel says about them in advertising

Consumer Price Index /kən-sju:mə 'praɪs ,ɪndeks/ *noun* an American index showing how prices of consumer goods have risen over a period of time, used as a way of measuring inflation and the cost of living. Abbreviation **CPI** (NOTE: The UK term is **retail prices index**.)

'...analysis of the consumer price index for the first half of the year shows that the rate of inflation went down by about 12.9 per cent' [*Business Times* (Lagos)]

consumer protection /kən,sju:mə prə'tekʃən/ *noun* the activity of protecting consumers against unfair or illegal traders

consumer research /kən,sju:mə rɪ'sɜ:tʃ/ *noun* research into why consumers buy goods and what goods they may want to buy

consumer resistance /kən,sju:mə rɪ'zɪstəns/ *noun* a lack of interest by consumers in buying a new product ○ *The new product met no consumer resistance even though the price was high.*

consumer society /kən,sju:mə sə'saɪəti/ *noun* a type of society where consumers are encouraged to buy goods

consumer spending /kən,sju:mə 'spændɪŋ/ *noun* spending by private households on goods and services

'...companies selling in the UK market are worried about reduced consumer spending as a consequence of higher interest rates and inflation' [*Business*]

contango /kən'tæŋɡəʊ/ *noun* 1. the payment of interest by a stockbroker for permission to carry payment for shares from one account to the next (NOTE: Contango is no longer applied on the London Stock Exchange because of the rolling account system, but it is still

applied on some other exchanges.) **2.** a cash price which is lower than the forward price

contango day /kən'tæŋgəʊ deɪ/ *noun* formerly, the day when the rate of contango payments was fixed

contested takeover /kən,tɛstɪd 'teɪkəʊvə/ *noun* a takeover bid where the board of the target company does not recommend it to the shareholders and tries to fight it. Also called **hostile bid**

contingency /kən'tɪndʒənsɪ/ *noun* a possible state of emergency when decisions will have to be taken quickly □ **to add on 10% to provide for contingencies** to provide for further expenditure which may be incurred

contingency fund /kən'tɪndʒənsɪ fʌnd/ *noun* money set aside in case it is needed urgently

contingency plan /kən'tɪndʒənsɪ plæn/ *noun* a plan which will be put into action if something happens which no one expects to happen

contingent expenses /kən-,tɪndʒənt ɪk'spensɪz/ *plural noun* expenses which will be incurred only if something happens

contingent liability /kən,tɪndʒənt lɪə'bɪlɪti/ *noun* a liability which may or may not occur, but for which provision is made in a company's accounts, as opposed to 'provisions', where money is set aside for an anticipated expenditure

contingent policy /kən'tɪndʒ(ə)nt 'pɒlɪsi/ *noun* an insurance policy which pays out only if something happens (such as if a person named in the policy dies before the person due to benefit)

contingent reserves /kən-,tɪndʒənt rɪ'zɜ:vz/ *plural noun* money set aside to cover unexpected payments

continuous compounding /kən-,tɪnʃuəs kəm'paʊndɪŋ/ *noun* a system where interest is calculated all the time and added to the principal

contra /'kɒntrə/ *verb* □ **to contra an entry** to enter a similar amount in the opposite side of an account

contra account /'kɒntrə ə,kəʊnt/ *noun* an account which offsets another account, e.g. where a company's supplier is not only a creditor in that com-

pany's books but also a debtor because it has purchased goods on credit

contract *noun* /'kɒntrækt/ **1.** a legal agreement between two parties ○ *to draw up a contract* ○ *to draft a contract* ○ *to sign a contract* □ **the contract is binding on both parties** both parties signing the contract must do what is agreed □ **under contract** bound by the terms of a contract ○ *The firm is under contract to deliver the goods by November.* □ **to void a contract** to make a contract invalid **2.** □ **by private contract** by private legal agreement **3.** an agreement for the supply of a service or goods ○ *to enter into a contract to supply spare parts* ○ *to sign a contract for £10,000 worth of spare parts* □ **to put work out to contract** to decide that work should be done by another company on a contract, rather than by employing members of staff to do it □ **to award a contract to a company, to place a contract with a company** to decide that a company shall have the contract to do work for you □ **to tender for a contract** to put forward an estimate of cost for work under contract □ **the company is in breach of contract** the company has failed to do what was agreed in the contract **4.** (*Stock Exchange*) a deal to buy or sell shares, or an agreement to purchase options or futures ■ *verb* /kən'trækt/ to agree to do some work on the basis of a legally binding contract ○ *to contract to supply spare parts* or *to contract for the supply of spare parts* □ **the supply of spare parts was contracted out to Smith Ltd** Smith Ltd was given the contract for supplying spare parts □ **to contract out of an agreement** to withdraw from an agreement with the written permission of the other party

COMMENT: A contract is an agreement between two or more parties which creates legal obligations between them. Some contracts are made 'under seal', i.e. they are signed and sealed by the parties; most contracts are made orally or in writing. The essential elements of a contract are: (a) that an offer made by one party should be accepted by the other; (b) consideration (i.e. payment of money); (c) the intention to create legal relations. The terms of a contract may be express or implied. A breach of contract by one party

entitles the other party to sue for damages or to ask for something to be done.

contracted in /kənˈtræktɪd 'ɪn/ *adjective* referring to a member of an occupational or personal pension scheme who is also a member of SERPS

contracted out /kənˈtræktɪd 'aʊt/ *adjective* referring to a member of an occupational or personal pension scheme who is not a member of SERPS

contract for deed /ˌkɒntrækt fə 'diːd/ *noun* **US** a written agreement showing the terms of the sale of a property, where the title is only transferred to the purchaser after he has made a stated number of monthly payments

contracting party /kənˈtræktɪŋ 'pɑːti/ *noun* a person or company that signs a contract

contract law /'kɒntrækt lɔː/ *noun* laws relating to private agreements

contract note /'kɒntrækt nəʊt/ *noun* a note showing that shares have been bought or sold but not yet paid for, also including the commission

contract of employment /ˌkɒntrækt əv ɪmˈplɔɪmənt/ *noun* a contract between an employer and an employee stating all the conditions of work. Also called **employment contract**

contractor /kənˈtræktə/ *noun* a person or company that does work according to a written agreement

contractual /kənˈtræktʃuəl/ *adjective* according to a contract ○ *contractual conditions*

contractual liability /kənˈtræktʃuəl ˌlɪəˈbɪlɪti/ *noun* a legal responsibility for something as stated in a contract

contractually /kənˈtræktʃuəli/ *adverb* according to a contract ○ *The company is contractually bound to pay our expenses.*

contractual obligation /kənˈtræktʃuəl ˌɒblɪˈgeɪʃ(ə)n/ *noun* something that a person is legally forced to do through having signed a contract to do □ **to fulfil your contractual obligations** to do what you have agreed to do in a contract □ **he is under no contractual obligation to buy** he has signed no agreement to buy

contractual savings /kənˈtræktʃuəl 'seɪvɪŋz/ *plural noun* savings in the form of regular payments into long-term investments such as pension schemes

contract work /'kɒntrækt wɜːk/ *noun* work done according to a written agreement

contra entry /'kɒntrə ˌentri/ *noun* an entry made in the opposite side of an account to make an earlier entry worthless, i.e. a debit against a credit

contrarian /kənˈtreəriən/ *adjective* going against a trend

contrarian research /kənˈtreəriən rɪˈsɜːtʃ/ *noun* research that shows you should buy shares against the current trend

contrarian stockpicking /kənˈtreəriən 'stɒkpɪkɪŋ/ *noun* choosing stocks and shares against the trend of the market

contribute /kənˈtribjuːt/ *verb* to give money or add to money ○ *We agreed to contribute 10% of the profits.* ○ *They had contributed to the pension fund for 10 years.*

contribution /ˌkɒntriˈbjʊːʃ(ə)n/ *noun* money paid to add to a sum

contribution of capital /kəntriˈbjʊːʃ(ə)n əv 'kæpɪt(ə)l/ *noun* money paid to a company as additional capital

contributor /kənˈtribjʊtə/ *noun* a person who gives money

contributor of capital /kənˈtribjʊtə əv 'kæpɪt(ə)l/ *noun* a person who contributes capital

contributory /kənˈtribjʊt(ə)ri/ *adjective* which helps to cause ○ *Falling exchange rates have been a contributory factor in the company's loss of profits.*

contributory pension scheme /kənˈtribjʊt(ə)ri 'penʃən skiːm/ *noun* a scheme where the worker pays a proportion of his or her salary into the pension fund

control /kənˈtrəʊl/ *noun* **1.** the power or ability to direct something ○ *The company is under the control of three shareholders.* ○ *Top management exercises tight control over spending.* □ **to gain control of a business** to buy more than 50% of the shares so that you can direct the business **2.** the act of restrict-

ing or checking something or making sure that something is kept in check □ **under control** kept in check ○ *Expenses are kept under tight control.* ○ *The company is trying to bring its overheads back under control.* □ **out of control** not kept in check ○ *Costs have got out of control.* ■ **verb 1.** □ **to control a company** to be able to direct the business of a company, because you own more than 50% of the shares ○ *The business is controlled by a company based in Luxembourg.* ○ *The company is controlled by the majority shareholder.* **2.** to make sure that something is kept in check or is not allowed to develop ○ *The government is fighting to control inflation or to control the rise in the cost of living.* (NOTE: **controlling – controlled**)

control key /kən'trəʊl ki:/ *noun* a key on a computer which works part of a program

controlled /kən'trəʊld/ *adjective* ruled or kept in check

controlled economy /kən'trəʊld i-'kɒnəmi/ *noun* an economy where most business activity is directed by orders from the government

controller /kən'trəʊlə/ *noun 1.* a person who controls something (especially the finances of a company) **2.** *US* the chief accountant in a company

controlling interest /kən'trəʊlɪŋ 'ɪntrəst/ *noun* □ **to have a controlling interest in a company** to own more than 50% of the shares so that you can direct how the company is run

convergence /kən'vɜːdʒəns/ *noun 1.* a situation where the economic factors applying in two countries move closer together, e.g. when basic interest rates, or budget deficits become more and more similar **2.** a situation where the price of a commodity on the futures market moves towards the spot price as settlement date approaches

conversion /kən'vɜːʃ(ə)n/ *noun 1.* a change **2.** the action of changing convertible loan stock into ordinary shares

conversion discount /kən'vɜːʃ(ə)n ,dɪskaʊnt/, **conversion premium** /kən'vɜːʃ(ə)n ,priːmiəm/ *noun* the difference between the price of convertible stock and the ordinary shares into which they are to be converted

(NOTE: If the convertible stock is cheaper, the difference is a **conversion premium**; if the stock is dearer, the difference is a **conversion discount**.)

conversion issue /kən'vɜːʃ(ə)n ,ɪʃuː/ *noun* an issue of new bonds (called 'conversion bonds') timed to coincide with the date of maturity of older bonds, with the intention of persuading investors to reinvest

conversion of funds /kən'vɜːʃ(ə)n əv 'fʌndz/ *noun* the act of using money which does not belong to you for a purpose for which it is not supposed to be used

conversion period /kən'vɜːʃ(ə)n ,pɪəriəd/ *noun* a time during which convertible loan stock may be changed into ordinary shares

conversion price /kən'vɜːʃ(ə)n praɪs/, **conversion rate** /kən'vɜːʃ(ə)n reɪt/ *noun 1.* a price at which preference shares are converted into ordinary shares **2.** a rate at which a currency is changed into a foreign currency

conversion value /kən'vɜːʃ(ə)n ,væljuː/ *noun* a value of convertible stock, including the extra value of the ordinary shares into which they may be converted

convert /kən'vɜːt/ *verb 1.* to change money of one country for money of another ○ *We converted our pounds into Swiss francs.* **2.** □ **to convert funds to your own use** to use someone else's money for yourself

convertibility /kən'vɜːtə'bɪləti/ *noun* the ability of a currency to be exchanged for another easily

convertible ARM /kən'vɜːtəb(ə)l eɪ ɑːr 'em/ *noun* *US* an adjustable rate mortgage that can be converted to a fixed rate mortgage

convertible currency /kən'vɜːtəb(ə)l 'kʌrənsi/ *noun* a currency which can easily be exchanged for another

convertible debenture /kən'vɜːtəb(ə)l dɪ'bentʃə/ *noun* a debenture or loan stock which can be exchanged for ordinary shares at a later date

convertible loan stock /kən'vɜːtəb(ə)l 'ləʊn stɒk/ *noun* money

lent to a company which can be converted into shares at a later date

convertibles /kən,vɜ:təb(ə)lz/ *plural noun* corporate bonds or preference shares which can be converted into ordinary shares at a set price on set dates

conveyance /kən'veiəns/ *noun* a legal document which transfers a property from the seller to the buyer

conveyancer /kən'veiənsə/ *noun* a person who draws up a conveyance

conveyancing /kən'veiənsɪŋ/ *noun* the work of legally transferring a property from a seller to a buyer

COO *abbreviation* chief operating officer

cooling-off period /,ku:lɪŋ 'ɒf ,pɪərɪəd/ *noun* (during an industrial dispute) a period when negotiations have to be carried on and no action can be taken by either side

cooperative /kəu'ɒp(ə)rətɪv/ *adjective* where the profits are shared among the workers

cooperative bank /kəu'ɒp(ə)rətɪv bæŋk/ *noun* a bank which is owned by its members, who deposit money or who borrow money as loans

cooperative society /kəu 'ɒp(ə)rətɪv sə,səɪətɪ/ *noun* an organisation where customers and workers are partners and share the profits

copper /'kɒpə/ *noun* a metal which is traded on commodity exchanges such as the London Metal Exchange

coproperty /kəu'prɒpətɪ/ *noun* ownership of property by two or more people together

coproprietor /,kəuprə'praɪətə/ *noun* a person who owns a property with another person or several other people

copyright /'kɒpraɪt/ *noun* a legal right which protects the creative work of writers and artists and prevents others from copying or using it without authorisation, and which also applies to such things as company logos and brand names

copyright notice /,kɒpraɪt 'nəʊtɪs/ *noun* a note in a book showing who owns the copyright and the date of ownership

cordoba /'kɔ:dəbə/ *noun* a unit of currency used in Nicaragua

corner /'kɔ:nə/ *noun* 1. place where two streets or two walls join ○ *The Post Office is on the corner of the High Street and London Road.* 2. a situation where one person or a group controls the supply of a certain commodity ○ *The syndicate tried to create a corner in the silver market.* ■ **verb** □ **to corner the market** to own most or all of the supply of a commodity and so control the price ○ *The syndicate tried to corner the market in silver.*

corner shop /'kɔ:nə ʃɒp/ *noun* a small privately owned general store

corp *abbreviation* US corporation

corporate /'kɔ:p(ə)rət/ *adjective* 1. referring to corporations or companies, or to a particular company as a whole 2. referring to business in general ○ *corporate America* ○ *corporate Britain*

'...the prime rate is the rate at which banks lend to their top corporate borrowers' [*Wall Street Journal*]

'...if corporate forecasts are met, sales will exceed \$50 million next year' [*Citizen (Ottawa)*]

corporate bond /'kɔ:p(ə)rət bɒnd/ *noun* a loan stock officially issued by a company to raise capital, usually against the security of some of its assets (NOTE: The company promises to pay a certain amount of interest on a set date every year until the redemption date, when it repays the loan.)

corporate finance /,kɔ:p(ə)rət 'faɪnəns/ *noun* the financial affairs of companies

corporate governance /,kɔ:p(ə)rət 'gʌv(ə)nəns/ *noun* a theory of the way companies should be run

corporate image /,kɔ:p(ə)rət 'ɪmɪdʒ/ *noun* an idea which a company would like the public to have of it

corporate loan /,kɔ:p(ə)rət 'ləʊn/ *noun* a loan issued by a corporation

corporate name /,kɔ:p(ə)rət 'neɪm/ *noun* the name of a large corporation

corporate plan /,kɔ:p(ə)rət 'plæn/ *noun* a plan for the future work of a whole company

corporate planning /,kɔ:p(ə)rət 'plæɪnɪŋ/ *noun* 1. the process of planning the future work of a whole company 2. planning the future financial state of a group of companies

corporate profits /,kɔ:p(ə)rət 'prɒfɪts/ *plural noun* the profits of a corporation

'...corporate profits for the first quarter showed a 4 per cent drop from last year' [*Financial Times*]

corporate raider /,kɔ:p(ə)rət 'reɪdər/ *noun* a person or company which buys a stake in another company before making a hostile takeover bid

corporate resolution /,kɔ:p(ə)rət 'rezɔ:lʃ(ə)n/ *noun* a document signed by the officers of a corporation, naming those persons who can sign cheques, withdraw cash and have access to the corporation's bank account

corporate secretary /,kɔ:p(ə)rət 'sekɾət(ə)ri/ *noun* a person responsible for the corporation's legal and financial affairs

corporate spinoffs /,kɔ:p(ə)rət 'spɪnɒfs/ *plural noun* small companies which have been split off from larger organisations

corporate taxpayers /,kɔ:p(ə)rət 'tækspeɪəz/ *plural noun* companies that pay tax

corporation /,kɔ:pə'reɪf(ə)n/ *noun* 1. a large company 2. *US* a company which is incorporated in the United States 3. a municipal authority

COMMENT: A corporation is formed by registration with the Registrar of Companies under the Companies Act (in the case of public and private companies) or other Acts of Parliament (in the case of building societies and charities).

corporation income tax /,kɔ:pə'reɪf(ə)n 'ɪnkʌm tæks/ *noun* a tax on profits made by incorporated companies

corporation loan /,kɔ:pə'reɪf(ə)n ləʊn/ *noun* a loan issued by a local authority

corporation tax /,kɔ:pə'reɪf(ə)n tæks/ *noun* a tax on profits and capital gains made by companies, calculated before dividends are paid. Abbreviation **CT**

correction /kə'rekʃən/ *noun* 1. an act of making something correct ○ *She made some corrections to the text of the speech.* 2. a change in the valuation of something that is thought to be overvalued or undervalued which results in its being more realistically valued

'...there were fears in October that shares were overvalued and bears were ready to enter the market. This only proved to be a small correction' [*Investors Chronicle*]

correspondent /,kɔ:rɪ'spɒndənt/ *noun* a journalist who writes articles for a newspaper on specialist subjects ○ *He is the Paris correspondent of the Daily Telegraph.*

correspondent bank /,kɔ:rɪ'spɒndənt bæŋk/ *noun* a bank which acts as an agent for a foreign bank

cost /kɒst/ *noun* 1. the amount of money which has to be paid for something ○ *What is the cost of a first class ticket to New York?* ○ *Computer costs are falling each year.* ○ *We cannot afford the cost of two cars.* □ **to cover costs** to produce enough money in sales to pay for the costs of production ○ *The sales revenue barely covers the costs of advertising or the advertising costs.* □ **to sell at cost** to sell at a price which is the same as the cost of manufacture or the wholesale cost 2. □ **cost of borrowing** Same as **borrowing costs** ■ **verb** 1. to have as its price ○ *How much does the machine cost?* ○ *This cloth costs £10 a metre.* 2. □ **to cost a product** to calculate how much money will be needed to make a product, and so work out its selling price

cost, insurance, and freight /,kɒst ɪnʃʊərəns ən 'freɪt/ *noun* the estimate of a price, which includes the cost of the goods, the insurance, and the transport charges. Abbreviation **CIF, c.i.f.**

cost accountant /'kɒst ə,kaʊntənt/ *noun* an accountant who gives managers information about their business costs

cost accounting /'kɒst ə,kaʊntɪŋ/ *noun* the process of preparing special accounts of manufacturing and sales costs

cost analysis /'kɒst ə,næləsɪs/ *noun* the process of calculating in advance what a new product will cost

cost-benefit analysis /kɒst 'benɪfɪt ə,næləsɪs/ *noun* the process of comparing the costs and benefits of various possible ways of using available resources. Also called **benefit-cost analysis**

cost centre /'kɒst ʃentə/ *noun* 1. a person or group whose costs can be

itemised and to which costs can be allocated in accounts **2**, a unit, a process, or an individual that provides a service needed by another part of an organisation and whose cost is therefore accepted as an overhead of the business

cost-cutting /'kɒst ,kʌtɪŋ/ *adjective* intended to reduce costs ○ *We have taken out the second telephone line as a cost-cutting exercise.* ■ *noun* the process of reducing costs ○ *As a result of cost-cutting, we have had to make three secretaries redundant.*

cost-effective /kɒstɪ 'fektɪv/ *adjective* which gives good value when compared with the original cost ○ *We find advertising in the Sunday newspapers very cost-effective.*

cost-effectiveness /kɒst ɪ-'fektɪvnəs/, **cost efficiency** *noun* the quality of being cost-effective ○ *Can we calculate the cost-effectiveness of air freight against shipping by sea?*

cost factor /'kɒst ,fæktə/ *noun* the problem of cost

cost-income ratio /kɒst 'ɪnkʌm ,reɪʃəʊ/ *noun* a ratio between the costs involved in running a business and the income the business produces

costing /'kɒstɪŋ/ *noun* a calculation of the manufacturing costs, and so the selling price, of a product ○ *The costings give us a retail price of \$2.95.* ○ *We cannot do the costing until we have details of all the production expenditure.*

costly /'kɒstli/ *adjective* costing a lot of money, or costing too much money ○ *Defending the court case was a costly process.* ○ *The mistakes were time-consuming and costly.*

cost of capital /kɒst əv 'kæpɪt(ə)l/ *noun* interest paid on the capital used in operating a business

cost of living /kɒst əv 'lɪvɪŋ/ *noun* money which has to be paid for basic items such as food, heating or rent ○ *to allow for the cost of living in the salary adjustments*

cost-of-living allowance /kɒst əv 'lɪvɪŋ ə,ləʊəns/ *noun* an addition to normal salary to cover increases in the cost of living (NOTE: The US term is **COLA**.)

cost-of-living bonus /kɒst əv 'lɪvɪŋ ,bəʊnəs/ *noun* money paid to meet an increase in the cost of living

cost-of-living increase /kɒst əv 'lɪvɪŋ ,ɪnkriːs/ *noun* an increase in salary to allow it to keep up with the increased cost of living

cost-of-living index /kɒst əv 'lɪvɪŋ ,ɪndeks/ *noun* a way of measuring the cost of living which is shown as a percentage increase on the figure for the previous year. It is similar to the consumer price index, but includes other items such as the interest on mortgages.

cost of sales /kɒst əv 'seɪlz/ *noun* all the costs of a product sold, including manufacturing costs and the staff costs of the production department, before general overheads are calculated. Also called **cost of goods sold**

cost plus /kɒst 'plʌs/ *noun* a system of calculating a price, by taking the cost of production of goods or services and adding a percentage to cover the supplier's overheads and margin ○ *We are charging for the work on a cost plus basis.*

cost price /'kɒst praɪs/ *noun* a selling price which is the same as the price, either the manufacturing price or the wholesale price, which the seller paid for the item

cost-push inflation /kɒst 'pʊʃ ɪn-,fleɪʃ(ə)n/ *noun* inflation caused by increased wage demands and increased raw materials costs, which lead to higher prices, which in turn lead to further wage demands. Also called **cost inflation**

costs /kɒsts/ *plural noun* the expenses involved in a court case ○ *The judge awarded costs to the defendant.* ○ *Costs of the case will be borne by the prosecution.* □ **to pay costs** to pay the expenses of a court case

council /'kaʊnsəl/ *noun* an official group chosen to run something or to advise on a problem

Council of Mortgage Lenders /,kaʊnsəl əv 'mɔːɡɪdʒ ,lendəz/ *noun* an organisation which represents companies which provide mortgage lending to the residential market

counselling /'kaʊnsəlɪŋ/ *noun* the act of giving professional advice to others on personal matters ○ *An office is*

being set up for counselling employees who have professional or social problems. ○ *Counselling helps employees get accustomed to their new environment, by offering advice and guidance.* (NOTE: The US spelling is **counseling**.)

count /kaunt/ *verb* **1.** to add figures together to make a total ○ *He counted up the sales for the six months to December.* **2.** to include something ○ *Did you count my trip to New York as part of my sales expenses?*

counter- /kauntə/ *prefix* against

counterbid /'kauntəbɪd/ *noun* a higher bid in reply to a previous bid ○ *When I bid £20 she put in a counterbid of £25.*

counter-claim /'kauntəkleɪm/ *noun* a claim for damages made in reply to a previous claim ○ *Jones claimed £25,000 in damages against Smith, and Smith entered a counter-claim of £50,000 for loss of office.* ○ *The union negotiators entered a counter-claim for a reduction in work hours.* ■ *verb* to put in a counter-claim for something ○ *Jones claimed £25,000 in damages and Smith counter-claimed £50,000 for loss of office.*

counterfeit /'kauntəfɪt/ *adjective* referring to false or imitation money ○ *Shops in the area have been asked to look out for counterfeit £20 notes.* ■ *verb* to make imitation money

counterfoil /'kauntəfɔɪl/ *noun* a slip of paper kept after writing a cheque, an invoice or a receipt, as a record of the deal which has taken place

countermand /,kauntə'mɑ:nd/ *verb* to say that an order must not be carried out ○ *to countermand an order*

counter-offer /'kauntə'ɒfə/ *noun* a higher or lower offer made in reply to another offer ○ *Smith Ltd made an offer of £1m for the property, and Blacks replied with a counter-offer of £1.4m.*

'...the company set about paring costs and improving the design of its product. It came up with a price cut of 14%, but its counter-offer – for an order that was to have provided 8% of its workload next year – was too late and too expensive' [*Wall Street Journal*]

counterparty /'kauntəpɑ:ti/ *noun* the other party in a deal

counterpurchase /'kauntəpɜ:tʃɪs/ *noun* an international trading deal, where a company agrees to use money received on a sale to purchase goods in the country where the sale was made

countersign /'kauntəsain/ *verb* to sign a document which has already been signed by someone else ○ *All our cheques have to be countersigned by the finance director.* ○ *The sales director countersigns all my orders.*

countertrade /'kauntətɹeɪd/ *noun* a trade which does not involve payment of money, but something such as a barter or a buy-back deal instead

countervailing duty /'kauntəveɪlɪŋ ,dʒu:ti/ *noun* a duty imposed by a country on imported goods, where the price of the goods includes a subsidy from the government in the country of origin. Also called **anti-dumping duty**

counting house /'kauntɪŋ haʊs/ *noun* a department dealing with cash (*dated*)

count on /'kaunt ɒn/ *verb* to expect something to happen or to be given to you ○ *They are counting on getting a good response from the TV advertising.* ○ *Do not count on a bank loan to start your business.*

country bank /,kʌntri 'bæŋk/ *noun* *US* a bank based in a town which has no office of the Federal Reserve

country broker /,kʌntri 'brəʊkə/ *noun* a broking firm which is not based in London (NOTE: Country brokers are often independently run and charge lower commission than larger London firms.)

coupon /'ku:pʊn/ *noun* **1.** a piece of paper used in place of money **2.** a piece of paper which replaces an order form **3.** a slip of paper attached to a government bond certificate which can be cashed to provide the annual interest

coupon ad /'ku:pʊn æd/ *noun* an advertisement with a form attached, which you cut out and return to the advertiser with your name and address for further information

coupon security /'ku:pʊn sɪ-,kjuərɪti/ *noun* a government security which carries a coupon and pays interest, as opposed to one which pays no interest but is sold at a discount to its face value

covenant /'kʌvənənt/ *noun* a legal contract ■ *verb* to agree to pay a sum of money each year by contract ○ *to covenant to pay £10 per annum*

cover /'kʌvə/ *noun* **1.** the proportion of a target audience reached by advertising **2.** the protection guaranteed by insurance □ **to operate without adequate cover** to operate without being protected by enough insurance □ **to ask for additional cover** to ask the insurance company to increase the amount for which you are insured **3.** an amount of money large enough to guarantee that something can be paid for ○ *Do you have sufficient cover for this loan?* ■ *verb* **1.** to provide protection by insurance against something ○ *The insurance covers fire, theft and loss of work.* □ **the damage was covered by the insurance** the damage was of a kind that the insurance policy protects against or the insurance company paid enough money to enable the damage to be repaired □ **to be fully covered** to have insurance against all risks **2.** to have, earn or provide enough money to pay for something ○ *We do not make enough sales to cover the expense of running the shop.* ○ *Break-even point is reached when sales cover all costs.* □ **to cover a position** to have enough money to be able to pay for a forward purchase **3.** to ask for security against a loan which you are making

'...three export credit agencies have agreed to provide cover for large projects in Nigeria' [*Business Times (Lagos)*]

coverage /'kʌv(ə)rɪdʒ/ *noun* *US* protection guaranteed by insurance ○ *Do you have coverage against fire damage?*

'...from a PR point of view it is easier to get press coverage when you are selling an industry and not a brand' [*PR Week*]

covered bear /'kʌvəd beə/ *noun* a bear who holds the stock which he or she is selling

covering letter /,kʌvərɪŋ 'letə/, **covering note** /,kʌvərɪŋ 'nəʊt/ *noun* a letter or note sent with documents to say why you are sending them ○ *He sent a covering letter with his curriculum vitae, explaining why he wanted the job.* ○ *The job advertisement asked for a CV and a covering letter.*

cover note /'kʌvə nəʊt/ *noun* a letter from an insurance company giving de-

tails of an insurance policy and confirming that the policy exists

CP *abbreviation* commercial paper

CPI *abbreviation* Consumer Price Index

crash /kræʃ/ *noun* a financial collapse ○ *The financial crash caused several bankruptcies.* ○ *He lost all his money in the crash of 1929.* ■ *verb* to collapse financially ○ *The company crashed with debts of over £1 million.*

crawling peg /'krɔ:liŋ peg/ *noun* a method of controlling exchange rates, allowing them to move up or down slowly

create /kri'eɪt/ *verb* to make something new ○ *By acquiring small unprofitable companies he soon created a large manufacturing group.* ○ *The government scheme aims at creating new jobs for young people.*

'...he insisted that the tax advantages he directed towards small businesses will help create jobs and reduce the unemployment rate' [*Toronto Star*]

creation /kri'eɪʃ(ə)n/ *noun* the process of making something

creative /kri'eɪtɪv/ *noun* someone who works in the conceptual or artistic side of a business

'...agencies are being called on to produce great creative work and at the same time deliver value for money' [*Marketing Week*]

creative accountancy /kri'eɪtɪv ə-'kaʊntənsɪ/, **creative accounting** /kri'eɪtɪv ə-'kaʊntɪŋ/ *noun* an adaptation of a company's figures to present a better picture than is correct, usually intended to make a company more attractive to a potential buyer, or done for some other reason which may not be strictly legal

COMMENT: Creative accounting is the term used to cover a number of accounting practices which, although legal, may be used to mislead banks, investors and shareholders about the profitability or liquidity of a business.

creative financing /kri'eɪtɪv 'faɪnənsɪŋ/ *noun* finding methods of financing a commercial project that are different from the normal methods of raising money

credere /'kreɪdəri/ *noun* ♂ **del credere agent**

credit /'kredit/ *noun* **1.** a period of time allowed before a customer has to pay a debt incurred for goods or services ○ *to give someone six months' credit* ○ *to sell on good credit terms* □ **on credit** without paying immediately ○ *to live on credit* ○ *We buy everything on sixty days credit.* ○ *The company exists on credit from its suppliers.* **2.** an amount entered in accounts to show a decrease in assets or expenses or an increase in liabilities, revenue or capital. In accounts, credits are entered in the right-hand column. ○ *to enter £100 to someone's credit* ○ *to pay in £100 to the credit of Mr Smith* Compare **debit** □ **account in credit** an account where the credits are higher than the debits ■ **verb** to put money into someone's account, or to note money received in an account ○ *to credit an account with £100* or *to credit £100 to an account*

credit account /'kredit ə,kaʊnt/ *noun* an account which a customer has with a shop which allows him or her to buy goods and pay for them later

credit balance /'kredit ,bæləns/ *noun* a balance in an account showing that more money has been received than is owed ○ *The account has a credit balance of £100.*

credit bank /'kredit bæŋk/ *noun* a bank which lends money

credit bureau /'kredit ,bjʊərəʊ/ *noun* same as **credit-reference agency**

credit card /'kredit kɑ:d/ *noun* a plastic card which allows you to borrow money and to buy goods without paying for them immediately (you pay the credit card company at a later date)

credit card holder /'kredit kɑ:d ,həʊldə/ *noun* **1.** a person who has a credit card **2.** a plastic wallet for keeping credit cards

credit card issuer /'kredit kɑ:d ,ɪʃʊə/ *noun* a bank or other financial institution that issues credit cards

credit card sale /'kredit kɑ:d ,seɪl/ *noun* the act of selling where the buyer uses a credit card to pay

credit column /'kredit ,kɒləm/ *noun* the right-hand column in accounts showing money received

credit control /'kredit kən,trəʊl/ *noun* a check that customers pay on

time and do not owe more than their credit limit

credit entry /'kredit ,entri/ *noun* an entry on the credit side of an account

credit facilities /'kredit fə,sɪlɪtɪz/ *plural noun* an arrangement with a bank or supplier to have credit so as to buy goods

credit freeze /'kredit fri:z/ *noun* a period when lending by banks is restricted by the government

credit history /'kredit ,hɪst(ə)ri/ *noun* a record of how a potential borrower has repaid his or her previous debts

credit limit /'kredit ,lɪmɪt/ *noun* the largest amount of money which a customer can borrow □ **he has exceeded his credit limit** he has borrowed more money than he is allowed to

credit line /'kredit laɪn/ *noun* an overdraft, the amount by which a person can draw money from an account with no funds, with the agreement of the bank □ **to open a credit line or line of credit** to make credit available to someone

credit note /'kredit nəʊt/ *noun* a note showing that money is owed to a customer ○ *The company sent the wrong order and so had to issue a credit note.* Abbreviation **C/N**

creditor /'kredɪtə/ *noun* a person or company that is owed money, i.e. a company's creditors are its liabilities

creditor nation /,kredɪtə 'neɪf(ə)n/ *noun* a country which has lent money to another. Compare **debtor nation**

creditors' committee /'kredɪtəz kə,mɪtɪ/ *noun* a group of creditors of a corporation which is being reorganised under Chapter 11, who meet officials of the corporation to discuss the progress of the reorganisation

creditors' meeting /'kredɪtəz ,mi:tɪŋ/ *noun* a meeting of all the people to whom an insolvent company owes money, to decide how to obtain the money owed

credit rating /'kredit ,reɪtɪŋ/ *noun* an amount which a credit agency feels a customer will be able to repay

credit-reference agency /'kredit ,refə(ə)ns ,eɪdʒənsi/ *noun* a company

used by businesses and banks to assess the creditworthiness of people

credit references /'kredit ,refər(ə)nsɪz/ *plural noun* details of persons, companies or banks who have given credit to a person or company in the past, supplied as references when opening a credit account with a new supplier

credit refusal /'kredit rɪfjuːz(ə)/ *noun* a decision not to give someone credit (NOTE: Anyone who has been refused credit can ask to see the reasons for the decision.)

credit risk /'kredit rɪsk/ *noun* a risk that a borrower may not be able to repay a loan

credit scoring /'kredit ,skɔːrɪŋ/ *noun* a calculation made when assessing the creditworthiness of someone or something

credit-shelter trust /'kredit ,ʃeltə 'trast/ *noun* money put in trust in order to escape federal estate tax

COMMENT: This type of trust is where someone leaves half his estate to his wife and puts the other half into a trust. After his death, his wife can continue to enjoy the income from the trust, and when she dies her estate and also the trust pass to her heirs tax free.

credit side /'kredit saɪd/ *noun* the right-hand column of accounts showing money received

credit squeeze /'kredit skwiːz/ *noun* a period when lending by the banks is restricted by the government

Crédit Suisse Index /'kredit 'swiːs ,ɪndeks/ *noun* an index of prices on the Zurich stock exchange

credit threshold /'kredit ,θreʃhəʊld/ *noun* a limit for credit allowed to a customer

credit transfer /'kredit ,trænsfɜː/ *noun* an act of moving money from one account to another

credit union /'kredit ,juːnjən/ *noun* a group of people who pay in regular deposits or subscriptions which earn interest and are used to make loans to other members of the group

creditworthiness /'kredit- ,wɜːðɪnəs/ *noun* the ability of a customer to pay for goods bought on credit

creditworthy /'kreditwɜːði/ *adjective* having enough money to be able to buy goods on credit ○ *We will do some checks on her to see if she is creditworthy.*

criminal action /,krɪmɪn(ə)l 'ækʃən/ *noun* a court case brought by the state against someone who is charged with a crime

criminal law /,krɪmɪn(ə)l 'lɔː/ *noun* laws relating to crime

criminal record /,krɪmɪn(ə)l 'rekɔːd/ *noun* same as **police record**

crisis /'kraɪsɪs/ *noun* a serious economic situation where decisions have to be taken rapidly ○ *a banking crisis* ○ *The government stepped in to try to resolve the international crisis.* ○ *Withdrawals from the bank have reached crisis level.* □ **to take crisis measures** to take severe measures rapidly to stop a crisis developing

crisis management /'kraɪsɪs ,mænɪdʒmənt/ *noun* 1. management of a business or a country's economy during a period of crisis 2. actions taken by an organisation to protect itself when unexpected events or situations occur that could threaten its success or continued operation (NOTE: Crisis situations may result from external factors such as the development of a new product by a competitor or changes in legislation, or from internal factors such as a product failure or faulty decision-making, and often involve the need to make quick decisions on the basis of uncertain or incomplete information.)

CRO *abbreviation* Companies Registration Office

crore /krɔː/ *noun (in India)* ten million (NOTE: One crore equals 100 lakh.)

'...the company clocked a sales turnover of Rs.7.09 crore and earned a profit after tax of Rs.10.39 lakh on an equity base of Rs.14 lakh' [*Business India*]

'...the turnover for the nine months ended December 31 registered a 6.26 per cent increase to Rs. 87.91 crores from Rs. 82.73 crores in the corresponding period last year' [*The Hindu*]

cross /krɒs/ *verb* □ **to cross a cheque** to write two lines across a cheque to show that it has to be paid into a bank

COMMENT: Crossed cheques have the words 'A/C payee' printed in the space between the two vertical lines: all British

cheques are now printed in this way. This means that the cheque can only be paid into a bank, and only into the account of the person whose name is written on it – it cannot be endorsed to a third party.

cross-border /krɒs 'bɔːdə/ *adjective* from one country to another, covering several countries

cross-border capital flows /,krɒs 'bɔːdə 'kæpɪt(ə)l fləʊz/ *plural noun* movements of capital from one country to another

cross-border listing /,krɒs 'bɔːdə 'lɪstɪŋ/ *noun* the listing of a security on stock exchanges in more than one country

crossed cheque /,krɒst 'tʃek/ *noun* a cheque with two lines across it showing that it can only be deposited at a bank and not exchanged for cash

cross holding /krɒs 'həʊldɪŋ/ *noun* a situation where two companies own shares in each other in order to stop either from being taken over ○ *The two companies have protected themselves from takeover by a system of cross holdings.*

cross out /krɒs 'aʊt/ *verb* to put a line through something which has been written ○ *She crossed out £250 and put in £500.*

cross rate /'krɒs reɪt/ *noun* an exchange rate between two currencies expressed in a third currency

cross-selling /krɒs 'selɪŋ/ *noun* the act of selling insurance or other financial services at the same time as a mortgage

crowding out /,kraʊdɪŋ 'aʊt/ *noun* a situation where there is little money for private companies to borrow, because the government's borrowings are very heavy

crown /kraʊn/ *noun* a word used in English to refer to the units of currency of several countries, such as the Czech Republic, Denmark, Norway and Sweden,

crown jewels /kraʊn 'dʒuːəlz/ *plural noun* the most valuable assets of a company (the reason why other companies may want to make takeover bids)

crude petroleum /kruːd pə-'trəʊliəm/ *noun* raw petroleum which has not been processed

cum /kʌm/ *preposition* with

cum all /kʌm 'ɔːl/ *adverb* including all entitlements

cum coupon /kʌm 'kuːpən/ *adverb* with a coupon attached or before interest due on a security is paid

cum dividend /kʌm 'dɪvɪdend/, **cum div** /kʌm 'dɪv/ *adverb* including the next dividend still to be paid

cum rights /kʌm 'raɪts/ *adverb* sold with the right to purchase new shares in a rights issue

cumulative /'kjuːmjʊlətɪv/ *adjective* added to regularly over a period of time

cumulative interest /,kjuːmjʊlətɪv 'ɪntrəst/ *noun* the interest which is added to the capital each year

cumulative preference share /,kjuːmjʊlətɪv 'pref(ə)rəns ʃeə/, **cumulative preferred stock** /,kjuːmjʊlətɪv prɪ'fɜːd 'stɒk/ *noun* a preference share which will have the dividend paid at a later date even if the company is not able to pay a dividend in the current year

curb exchange /'kɜːb ɪks,tʃeɪndʒ/ same as **American Stock Exchange**

currency /'kʌrənsɪ/ *noun* **1.** money in coins and notes which is used in a particular country **2.** a foreign currency, the currency of another country (NOTE: **Currency** has no plural when it refers to the money of one country: *He was arrested trying to take currency out of the country.*)

'...today's wide daily variations in exchange rates show the instability of a system based on a single currency, namely the dollar' [*Economist*]

'...the level of currency in circulation increased to N4.9 billion in the month of August' [*Business Times (Lagos)*]

currency backing /'kʌrənsɪ 'bækɪŋ/ *noun* gold or government securities which maintain the strength of a currency

currency band /'kʌrənsɪ bænd/ *noun* the exchange rate levels between which a currency is allowed to move without full devaluation

currency basket /'kʌrənsɪ 'bɑːskɪt/ *noun* a group of currencies, each of which is weighted, calculated together as a single unit against which another currency can be measured

currency clause /'kʌrənsi kləʊz/ *noun* a clause in a contract which avoids problems of payment caused by changes in exchange rates, by fixing the exchange rate for the various transactions covered by the contract

currency conversion systems /'kʌrənsi kən,vɜ:ʃ(ə)n ,sɪstəmz/ *plural noun* computer software used to convert accounts from one currency to another automatically

currency futures /'kʌrənsi ,fju:tʃəz/ *plural noun* purchases of foreign currency for delivery at a future date

currency movements /'kʌrənsi ,mu:vmənts/ *plural noun* changes in exchange rates between countries

currency note /'kʌrənsi nəʊt/ *noun* a bank note

currency reserves /'kʌrənsi rɪ,zɜ:vz/ *noun* foreign money held by a government to support its own currency and to pay its debts

currency swap /'kʌrənsi swɒp/ *noun* an agreement to use a certain currency for payments under a contract in exchange for another currency (the two companies involved can each buy one of the currencies at a more favourable rate than the other)

current /'kʌrənt/ *adjective* referring to the present time ○ *the current round of wage negotiations*

'...crude oil output plunged during the past month and is likely to remain at its current level for the near future' [*Wall Street Journal*]

current account /'kʌrənt ə,kəʊnt/ *noun* 1. an account in a bank from which the customer can withdraw money when he or she wants. Current accounts do not always pay interest. ○ *to pay money into a current account* Also called **cheque account** (NOTE: The US term is **checking account**.) 2. an account of the balance of payments of a country relating to the sale or purchase of raw materials, goods and invisibles □ **current account balance of payments** a record of imports and exports, payments for services, and invisibles, etc.

'...a surplus in the current account is of such vital importance to economists and currency traders because the more Japanese goods that are exported, the more dollars overseas

customers have to pay for these products. That pushes up the value of the yen' [*Nikkei Weekly*]

'...customers' current deposit and current accounts also rose to \$655.31 million at the end of December' [*Hongkong Standard*]

current assets /'kʌrənt 'æsets/ *plural noun* the assets used by a company in its ordinary work, e.g. materials, finished goods, cash and monies due, and which are held for a short time only

current balance /'kʌrənt 'bæləns/ *noun* the balance in an account at the start of a day's trading. Also called **ledger account**

current cost accounting /'kʌrənt 'kɒst ə,kəʊntɪŋ/ *noun* a method of accounting which notes the cost of replacing assets at current prices, rather than valuing assets at their original cost. Abbreviation **CCA**

current liabilities /'kʌrənt laɪə-'bɪlɪtɪz/ *plural noun* the debts which a company has to pay within the next accounting period. In a company's annual accounts, these would be debts which must be paid within the year and are usually payments for goods or services received.

current price /'kʌrənt 'praɪs/ *noun* today's price

current rate of exchange /'kʌrənt reɪt əv ɪks'tʃeɪndʒ/ *noun* today's rate of exchange

current yield /'kʌrənt 'jɪ:ld/ *noun* a dividend calculated as a percentage of the current price of a share on the stock market

curve /kɜ:v/ *noun* a line which is not straight, e.g. a line on a graph ○ *The graph shows an upward curve.*

cushion /'kʊʃ(ə)n/ *noun* money which allows a company to pay interest on its borrowings or to survive a loss ○ *We have sums on deposit which are a useful cushion when cash flow is tight.*

custodial /kʌ'stəʊdiəl/ *adjective* referring to custody, to holding valuable items for someone

custodial account /kʌ'stəʊdiəl ə-,kəʊnt/ *noun* an account in which money is held for someone, usually a child, by a custodian

custodian /kʌ'stəʊdiən/ *noun* a person or company that looks after valuable items for someone, in particular money or other assets belonging to a child

custody /'kʌstədi/ *noun* control of a thing under the law, as when holding valuables or share certificates in safe-keeping for someone

custom /'kʌstəm/ *noun* **1.** the use of a shop by regular shoppers □ **to lose someone's custom** to do something which makes a regular customer go to another shop **2.** a thing which is usually done ○ *It is the custom of the book trade to allow unlimited returns for credit.* □ **the customs of the trade** the general way of working in a trade

custom-built /'kʌstəm bɪlt/ *adjective* made specially for one customer ○ *He drives a custom-built Rolls Royce.*

customer /'kʌstəmə/ *noun* a person or company that buys goods ○ *The shop was full of customers.* ○ *Can you serve this customer first please?* ○ *She's a regular customer of ours.* (NOTE: The customer may not be the consumer or end user of the product.)

'...unless advertising and promotion is done in the context of an overall customer orientation, it cannot seriously be thought of as marketing' [Quarterly Review of Marketing]

customer appeal /'kʌstəmə əˈpiːl/ *noun* what attracts customers to a product

customer identification file /,kʌstəmə ˌaɪdɪntɪfɪˈkeɪʃ(ə)n faɪl/ *noun* US a computer record which a bank keeps on each customer, containing information about the customer's credit rating. Abbreviation **CIF**

customer service department /,kʌstəmə 'sɜːvɪs dɪˈpɑːtmənt/ *noun* a department which deals with customers and their complaints and orders

customise /'kʌstəmaɪz/, **customize** *verb* to change something to fit the special needs of a customer ○ *We use customised computer terminals.*

customs /'kʌstəmz/ *plural noun* the government department which organises the collection of taxes on imports, or an office of this department at a port or airport ○ *He was stopped by customs.* ○ *Her car was searched by customs.* □ **to go through customs** to pass through the area of a port or airport where customs officials examine goods □ **to take something through customs** to carry something illegal through a customs area without declaring it □ **the crates had to go through a customs examination** the

crates had to be examined by customs officials

customs barrier /'kʌstəmz ˌbæriə/ *noun* customs duty intended to make trade more difficult

customs broker /'kʌstəmz ˌbrəʊkə/ *noun* a person or company that takes goods through customs for a shipping company

customs clearance /'kʌstəmz ˌkliərəns/ *noun* **1.** the act of passing goods through customs so that they can enter or leave the country **2.** a document given by customs to a shipper to show that customs duty has been paid and the goods can be shipped ○ *to wait for customs clearance*

customs declaration /'kʌstəmz dekləˌreɪʃ(ə)n/ *noun* a statement showing goods being imported on which duty will have to be paid ○ *to fill in a customs declaration form*

customs duty /'kʌstəmz ˌdʒuːti/ *noun* a tax on goods imported into a country

customs entry point /,kʌstəmz ˈentri ˌpɔɪnt/ *noun* a place at a border between two countries where goods are declared to customs

customs examination /,kʌstəmz ɪgˌzæmɪˈneɪʃ(ə)n/ *noun* an inspection of goods or baggage by customs officials

customs formalities /'kʌstəmz fɔːmælɪtiz/ *plural noun* a declaration of goods by the shipper and examination of them by customs

customs officer /'kʌstəmz ˌɒfɪsə/ *noun* a person working for the Customs and Excise Department

customs official /'kʌstəmz əˌfɪʃ(ə)n/ *noun* a person working for the Customs and Excise Department

customs seal /'kʌstəmz siːl/ *noun* a seal attached by a customs officer to a box, to show that the contents have not passed through customs

customs tariff /'kʌstəmz ˌtærɪf/ *noun* a list of taxes to be paid on imported goods

customs union /'kʌstəmz ˌjuːnjən/ *noun* an agreement between several countries that goods can travel between them, without paying duty, while goods

from other countries have to pay special duties

cut /kʌt/ *noun* **1.** the sudden lowering of a price, salary or the number of jobs
○ *price cuts or cuts in prices* □ **he took a cut in salary, he took a salary cut** he accepted a lower salary **2.** a share in a payment ○ *She introduces new customers and gets a cut of the sales rep's commission.* ■ *verb* **1.** to lower something suddenly ○ *We are cutting prices on all our models.* ○ *We have taken out the second telephone line in order to try to cut costs.* □ **to cut (back) production** to reduce the quantity of products made **2.** to reduce the number of something □ **to cut jobs** to reduce the number of jobs by making people redundant □ **he cut his losses** he stopped doing something which was creating a loss

'...state-owned banks cut their prime rates a percentage point to 11%' [*Wall Street Journal*]

'...the US bank announced a cut in its prime from 10½ per cent to 10 per cent' [*Financial Times*]

cutback /'kʌtbæk/ *noun* a reduction
○ *cutbacks in government spending*

cut down on /,kʌt 'daʊn ɒn/ *verb* to reduce suddenly the amount of something used ○ *The government is cutting down on welfare expenditure.* ○ *The office is trying to cut down on electricity consumption.* ○ *We have installed networked computers to cut down on paperwork.*

cut in /,kʌt 'ɪn/ *verb* □ **to cut someone in on a deal** to give someone a share in the profits of a deal (*informal*)

cutoff date /'kʌtɒf deɪt/ *noun* a date when something is stopped, such as the final date for receiving applications for shares, or the date when the current trading account ends and the next account begins

cut-price /,kʌt 'praɪs/ *adjective* sold at a cheaper price than usual ○ *He made his money selling cut-price goods in the local market.* ○ *You can get cut-price petrol in some petrol stations near the border.*

cut-price store /,kʌt praɪs 'stɔː/ *noun* a store selling cut-price goods

cut-throat competition /,kʌt θrəʊt ,kɒmpə'tɪʃ(ə)n/ *noun* sharp competition which cuts prices and offers high discounts

CWO *abbreviation* cash with order

cycle /'saɪk(ə)l/ *noun* a period of time during which something leaves its original position and then returns to it

cyclical /'saɪklɪk(ə)l/ *adjective* which happens in cycles

'...consumer cyclicals such as general retailers should in theory suffer from rising interest rates. And food retailers in particular have cyclical exposure without price power' [*Investors Chronicle*]

cyclical factors /,saɪklɪk(ə)l 'fæktəz/ *plural noun* the way in which a trade cycle affects businesses

cyclical stocks /,saɪklɪk(ə)l 'stɒks/ *plural noun* shares in companies which move in a regular pattern (such as shares in a turkey producer might rise in the period before Christmas)

D

daily /'derli/ *adjective* done every day
 □ **daily interest, interest calculated daily or on a daily basis** a rate of interest calculated each day and added to the principal

daily consumption /'derli kən-'sʌmpʃən/ *noun* an amount used each day

daily sales returns /'derli seɪlz/ *plural noun* reports of sales made each day

Daimyo bond /'daɪmjəʊ bɒnd/ *noun* a Japanese bearer bond which can be cleared through European clearing houses

dalasi /də'la:si/ *noun* a unit of currency used in the Gambia

damp down /,dæmp 'daʊn/ *verb* to reduce ○ *to damp down demand for domestic consumption of oil*

danger money /'deɪndʒə ,mʌni/ *noun* extra money paid to employees in dangerous jobs ○ *The workforce has stopped work and asked for danger money.* ○ *He decided to go to work on an oil rig because of the danger money offered as an incentive.*

data /'deɪtə/ *noun* information available on computer, e.g. letters or figures ○ *All important data on employees was fed into the computer.* ○ *To calculate the weekly wages, you need data on hours worked and rates of pay.* (NOTE: takes a singular or plural verb)

data acquisition /'deɪtə ækwɪ-'zɪʃ(ə)n/ *noun* the act of gathering information about a subject

data bank /'deɪtə bæŋk/ *noun* a store of information in a computer

database /'deɪtəbeɪs/ *noun* a set of data stored in an organised way in a computer system ○ *We can extract the lists of potential customers from our database.*

data capture /'deɪtə ,kæptʃə/, **data entry** /,deɪtə 'entri/ *noun* same as **data acquisition**

data mining /'deɪtə ,maɪnɪŋ/ *noun* the use of advanced software to search online databases and identify statistical patterns or relationships in the data that may be commercially useful

data processing /,deɪtə 'prəʊsesɪŋ/ *noun* the act of selecting and examining data in a computer to produce information in a special form

Datastream /'deɪtəstri:m/ *noun* a data system available online, giving information about securities, prices, stock exchange transactions, etc.

date /deɪt/ *noun* **1.** the number of the day, month and year ○ *I have received your letter of yesterday's date.* □ **date of receipt** the date when something is received **2.** □ **to date** up to now □ **interest to date** interest up to the present time ■ **verb** to put a date on a document ○ *The cheque was dated March 24th.* ○ *You forgot to date the cheque.* □ **to date a cheque forward** to put a later date than the present one on a cheque

dated /'deɪtɪd/ *adjective* **1.** with a date written on it ○ *Thank you for your letter dated June 15th.* **2.** out-of-date ○ *The unions have criticised management for its dated ideas.*

date draft /'deɪt dra:ft/ *noun* a draft which has a certain maturity date

date of bill /,deɪt əv 'bɪl/ *noun* a date when a bill will mature

date of record /,deɪt əv 'rekɔ:d/ *noun* the date when a shareholder must be registered to qualify for a dividend

date stamp /'deɪt stæmp/ *noun* a stamp with rubber figures which can be moved, used for marking the date on documents

dawn raid /dɔːn 'reɪd/ *noun* a sudden planned purchase of a large number of a company's shares at the beginning of a day's trading (NOTE: Up to 15% of a company's shares may be bought in this way, and the purchaser must wait for seven days before purchasing any more shares. Sometimes a dawn raid is the first step towards a takeover of the target company.)

DAX index *noun* an index of prices on the Frankfurt stock exchange. Full form **Deutsche Aktien index**

day /deɪ/ *noun* **1.** a period of 24 hours
 ○ *There are thirty days in June.* ○ *The first day of the month is a public holiday.* □ **days of grace** the time given to a debtor to repay a loan, to pay the amount purchased using a credit card, or to pay an insurance premium ○ *Let's send the cheque at once since we have only five days of grace left.* ○ *Because the shopowner has so little cash available, we will have to allow him additional days of grace.* □ **three clear days** three whole working days ○ *to give ten clear days' notice* ○ *Allow four clear days for the cheque to be paid into the bank.* **2.** a period of work from morning to night □ **she took two days off** she did not come to work for two days □ **she works three days on, two days off** she works for three days, then has two days' holiday □ **to work an eight-hour day** to spend eight hours at work each day **3.** one of the days of the week

day book /'deɪ buːk/ *noun* a book with an account of sales and purchases made each day

day order /'deɪ ˌɔːdə/ *noun* an order to a stockbroker to buy or sell on a certain day

day release /deɪ rɪ'liːs/ *noun* an arrangement where a company allows a worker to go to college to study for one or two days each week ○ *The junior sales manager is attending a day release course.*

day shift /'deɪ ʃɪft/ *noun* a shift worked during the daylight hours (from early morning to late afternoon)

day trader /'deɪ treɪdər/ *noun* a person who buys shares and sells them within the same day

day work /'deɪ wɜːk/ *noun* work done during a day

DCF abbreviation discounted cash flow

dead /ded/ *adjective* not working

dead account /ded ə'kaʊnt/ *noun* an account which is no longer used

dead-cat bounce /,ded kæt 'baʊns/ *noun* a slight rise in a share price after a sharp fall, showing that some investors are still interested in buying the share at the lower price, although further sharp falls will follow

deadline /'dedlaɪn/ *noun* the date by which something has to be done □ **to meet a deadline** to finish something in time □ **to miss a deadline** to finish something later than it was planned ○ *We've missed our October 1st deadline.*

deadlock /'dedlɒk/ *noun* a point where two sides in a dispute cannot agree ○ *The negotiations have reached deadlock or a deadlock.* □ **to break a deadlock** to find a way to start discussions again after being at a point where no agreement was possible ■ *verb* to be unable to agree to continue negotiations □ **talks have been deadlocked for ten days** after ten days the talks have not produced any agreement

dead loss /ded 'lɒs/ *noun* a total loss ○ *The car was written off as a dead loss.*

deal /di:l/ *noun* a business agreement, affair or contract ○ *The sales director set up a deal with a Russian bank.* ○ *The deal will be signed tomorrow.* ○ *They did a deal with an American airline.* □ **to call off a deal** to stop an agreement ○ *When the chairman heard about the deal he called it off.* ■ *verb* **1.** □ **to deal with** to organise something ○ *Leave it to the filing clerk – he'll deal with it.* □ **to deal with an order** to work to supply an order **2.** to buy and sell □ **to deal with someone** to do business with someone □ **to deal in leather or options** to buy and sell leather or options □ **he deals on the Stock Exchange** his work involves buying and selling shares on the Stock Exchange for clients

dealer /'di:lər/ *noun* **1.** a person who buys and sells ○ *a used-car dealer* **2.** a person or firm that buys or sells on their own account, not on behalf of clients

dealer bank /'di:lər bæŋk/ *noun* a bank which deals on the stock exchange or which deals in government securities

dealing /'di:lɪŋ/ *noun* **1.** the business of buying and selling on the Stock Ex-

change, commodity markets or currency markets □ **dealing for or within the account** buying shares and selling the same shares during an account, which means that the dealer has only to pay the difference between the price of the shares bought and the price obtained for them when they are sold **2.** the business of buying and selling goods □ **to have dealings with someone** to do business with someone

dealing floor /'di:lɪŋ flɔ:/ *noun* **1.** an area of a broking house where dealing in securities is carried out by phone, using monitors to display current prices and stock exchange transactions **2.** a part of a stock exchange where dealers trade in securities

dealing-only broker /,di:lɪŋ 'əʊnli ,brəʊkə/ *noun* a broker who buys and sells shares for clients, but does not provide any advice and does not manage portfolios (as opposed to a full-service broker)

dear /dɪə/ *adjective* expensive, costing a lot of money ○ *Property is very dear in this area.*

dear money /'dɪə ,mʌni/ *noun* money which has to be borrowed at a high interest rate, and so restricts expenditure by companies. Also called **tight money**

death benefit /'deθ ,benɪfɪt/ *noun* insurance benefit paid to the family of someone who dies in an accident at work

death duty /'deθ ,dju:ti/ *noun* *US* a tax paid on the property left by a dead person. Also called **death tax** (NOTE: The UK term is **inheritance tax**.)

death in service /,deθ ɪn 'sɜ:vɪs/ *noun* an insurance benefit or pension paid when someone dies while employed by a company

death tax /'deθ tæks/ *noun* same as **death duty**

debenture /dɪ'bentʃə/ *noun* agreement to repay a debt with fixed interest using the company's assets as security ○ *The bank holds a debenture on the company.*

COMMENT: In the UK, debentures are always secured on the company's assets. In the USA, debenture bonds are not secured.

debenture bond /dɪ'bentʃə bɒnd/ *noun* *US* **1.** a certificate showing that a debenture has been issued **2.** an unsecured loan

debenture capital /dɪ'bentʃə ,kæpɪt(ə)/ *noun* a capital borrowed by a company, using its fixed assets as security

debenture holder /dɪ'bentʃə ,həʊldə/ *noun* a person who holds a debenture for money lent

debenture stock /dɪ'bentʃə stɒk/ *noun* a capital borrowed by a company, using its fixed assets as security

debit /'deɪbɪt/ *noun* an amount entered in accounts which shows an increase in assets or expenses or a decrease in liabilities, revenue or capital. In accounts, debits are entered in the left-hand column. Compare **credit** ■ *verb* □ **to debit an account** to charge an account with a cost ○ *His account was debited with the sum of £25.*

debttable /'deɪbɪtəb(ə)/ *adjective* which can be debited

debit balance /'deɪbɪt ,bæləns/ *noun* a balance in an account showing that more money is owed than has been received ○ *Because of large payments to suppliers, the account has a debit balance of £1,000.*

debit bureau /'deɪbɪt ,bjʊərəʊ/ *noun* a centralised system for checking a customer's credit rating when he or she presents a cheque as payment

debit card /'deɪbɪt kɑ:d/ *noun* a plastic card, similar to a credit card, but which debits the holder's account immediately through an EPOS system

debit column /'deɪbɪt ,kɒləm/ *noun* the left-hand column in accounts showing the money paid or owed to others

debit entry /'deɪbɪt ,entri/ *noun* an entry on the debit side of an account

debit interest /'deɪbɪt ,ɪntrəst/ *noun* an interest on debts, such as overdrafts

debit note /'deɪbɪt nəʊt/ *noun* a note showing that a customer owes money ○ *We undercharged Mr Smith and had to send him a debit note for the extra amount.*

debts and credits /,deɪbɪts ən 'kredɪts/ *plural noun* money which a company owes and money it receives, or figures which are entered in the ac-

counts to record increases or decreases in assets, expenses, liabilities, revenue or capital

debit side /'deɪt saɪd/ *noun* a left-hand column of accounts showing money owed or paid to others

debt /det/ *noun* money owed for goods or services ○ *The company stopped trading with debts of over £1 million.* □ **to be in debt** to owe money □ **he is in debt to the tune of £250,000** he owes £250,000 □ **to get into debt** to start to borrow more money than you can pay back □ **the company is out of debt** the company does not owe money any more □ **to pay back a debt** to pay all the money owed □ **to pay off a debt** to finish paying money owed □ **to reschedule a debt** to arrange for the repayment of a debt to be put off to a later date □ **to service a debt** to pay interest on a debt ○ *The company is having problems in servicing its debts.* □ **debts due** money owed which is due for repayment

debt collection /'det kəˌleɪʃən/ *noun* the act of collecting money which is owed

debt collection agency /'det kəˌleɪʃən ˌeɪdʒənsi/ *noun* a company which collects debts for other companies for a commission

debt collector /'det kəˌleɪtə/ *noun* a person who collects debts

debt-convertible bond /,det kənˌvɜːtɪb(ə)l 'bɒnd/ *noun* a floating-rate bond which can be converted to a fixed rate of interest. ▶ **droplock bond**

debt counselling /'det ˌkaʊnsəlɪŋ/ *noun* the work of advising people who are in debt of the best ways to arrange their finances so as to pay off their debts

debt instrument /'det ˌɪnstrʊmənt/ *noun* a document by which someone promises to repay a debt (NOTE: Debt instruments include such things as IOUs, CDs and bank notes.)

debtor /'detə/ *noun* a person who owes money

debtor nation /'detə ˌneɪʃ(ə)n/ *noun* a country whose foreign debts are larger than money owed to it by other countries

'...the United States is now a debtor nation for the first time since 1914, owing more to foreigners than it is owed itself' [*Economist*]

debtor side /'detə saɪd/ *noun* the debit side of an account

debt-service ratio /det 'sɜːvɪs ˌreɪʃiə/ *noun* the debts of a company shown as a percentage of its equity

debt servicing /'det ˌsɜːvɪsɪŋ/ *noun* the payment of interest on a debt

debt swap /'det swɒp/ *noun* a method of reducing exposure to a long-term Third World debt by selling it at a discount to another bank

decelerate /dɪ'seləreɪt/ *verb* to slow down

deciding factor /dɪˌsaɪdɪŋ 'fæktə/ *noun* the most important factor which influences a decision ○ *A deciding factor in marketing our range of sports goods in the country was the rising standard of living there.*

decile /'desaɪl/ *noun* one of a series of nine figures below which one tenth or several tenths of the total fall

decimal /'desɪm(ə)l/ *noun* □ **correct to three places of decimals** correct to three figures after the decimal point (e.g. 3.485)

decimalisation /ˌdesɪm(ə)laɪˈzeɪʃ(ə)n/, **decimalization** *noun* the process of changing to a decimal system

decimalise /'desɪm(ə)laɪz/, **decimalize** *verb* to change something to a decimal system

decimal point /'desɪm(ə)l pɔɪnt/ *noun* a dot which indicates the division between the whole unit and its smaller parts (such as 4.75)

COMMENT: The decimal point is used in the UK and USA. In most European countries a comma is used to indicate a decimal, so 4,75% in Germany means 4.75% in the UK

decimal system /'desɪm(ə)l ˌsɪstəm/ *noun* a system of mathematics based on the number 10

decision-maker /dɪ'sɪʒ(ə)n ˌmeɪkə/ *noun* a person who takes decisions

declaration /ˌdeklə'reɪʃ(ə)n/ *noun* an official statement

declaration of bankruptcy /ˌdeklə'reɪʃ(ə)n əv 'bæŋkrʌptsi/ *noun* an official statement that someone is bankrupt

declaration of income /,deklerɛɪʃ(ə)n əv 'ɪŋkʌm/ *noun* same as **income tax return**

declare /dɪ'kleə/ *verb* to make an official statement of something, or announce something to the public ○ *to declare someone bankrupt* ○ *The company declared an interim dividend of 10p per share.* ▢ **to declare goods to customs** to state that you are importing goods which are liable to duty ○ *Customs officials asked him if he had anything to declare.* ▢ **to declare an interest** to state in public that you own shares in a company being discussed or that you are related to someone who can benefit from your contacts

declared /dɪ'kleəd/ *adjective* which has been made public or officially stated

declared value /dɪ'kleəd 'vælju:/ *noun* the value of goods entered on a customs declaration

decline /dɪ'klaɪn/ *noun* **1.** a gradual fall ○ *the decline in the value of the dollar* ○ *a decline in buying power* ○ *The last year has seen a decline in real wages.* **2.** the final stage in the life cycle of a product when the sales and profitability are falling off and the product is no longer worth investing in ▢ *verb* to fall slowly or decrease ○ *Shares declined in a weak market.* ○ *New job applications have declined over the last year.* ○ *The economy declined during the last government.* ○ *The purchasing power of the pound declined over the decade.*

'Saudi oil production has declined by three quarters to around 2.5m barrels a day' [*Economist*]

'...this gives an average monthly decline of 2.15 per cent during the period' [*Business Times (Lagos)*]

'...share prices disclosed a weak tendency right from the onset of business and declined further, showing losses over a broad front' [*The Hindu*]

decrease *noun* /dɪ'kriːs/ a fall or reduction ○ *The decrease in the prices of consumer goods is reflected in the fall in the cost of living.* ○ *Exports have registered a decrease.* ○ *Sales show a 10% decrease on last year.* ▢ *verb* /dɪ'kriːs/ to fall or to become less ○ *Imports are decreasing.* ○ *The value of the pound has decreased by 5%.*

deduct /dɪ'dʌkt/ *verb* to take money away from a total ○ *to deduct £3 from*

the price ○ *to deduct a sum for expenses* ○ *After deducting costs the gross margin is only 23%.* ○ *Expenses are still to be deducted.* ▢ **tax deducted at source** tax which is removed from a salary, interest payment or dividend payment on shares before the money is paid

deductible /dɪ'dʌktɪb(ə)l/ *adjective* which can be deducted ▢ **these expenses are not tax-deductible** tax has to be paid on these expenses

deduction /dɪ'dʌkʃən/ *noun* the removing of money from a total, or the amount of money removed from a total ○ *Net salary is salary after deduction of tax and social security.* ○ *The deduction from his wages represented the cost of repairing the damage he had caused to the machinery.* ▢ **deductions from salary or salary deductions or deductions at source** money which a company removes from salaries to give to the government as tax, national insurance contributions, etc.

deed /di:d/ *noun* a legal document or written agreement

deed of assignment /,di:d əv ə-'saɪnmənt/ *noun* a document which legally transfers a property from a debtor to a creditor

deed of covenant /,di:d əv 'kʌvənənt/ *noun* a signed legal agreement by which someone agrees to certain conditions, such as the payment of a certain sum of money each year

deed of partnership /,di:d əv 'pɑːtnəʃɪp/ *noun* agreement which sets up a partnership

deed of transfer /,di:d əv 'trænsfɜː/ *noun* a document which transfers the ownership of shares

deep discount /,di:p 'dɪskaʊnt/ *noun* a very large discount

'...when it needed to make its financial results look good, it shipped a lot of inventory. It did this by offering deep discounts to distributors' [*Forbes*]

deep discounted bonds /di:p 'dɪskaʊntɪd 'bɒndz/ *plural noun* Euro-bonds which are issued at a very large discount but which do not produce any interest

deep discounted rights issue /di:p dɪs'kaʊntɪd raɪts/ *noun* a rights issue where the new shares are priced at

a very low price compared to their current market value

'...as the group's shares are already widely held, the listing will be via an introduction. It will also be accompanied by a deeply discounted £25m rights issue, leaving the company cash positive' [*Sunday Times*]

defalcation /ˌdɪfæl'keɪʃ(ə)n/ *noun* an illegal use of money by someone who is not the owner but who has been trusted to look after it

default /dɪ'fɔ:lt/ *noun* **1.** a failure to carry out the terms of a contract, especially failure to pay back a debt □ **in default of payment** with no payment made □ **the company is in default** the company has failed to carry out the terms of the contract **2.** □ **by default** because no one else will act □ **he was elected by default** he was elected because all the other candidates withdrew ■ *verb* to fail to carry out the terms of a contract, especially to fail to pay back a debt ○ *There was a major financial crisis when the bank defaulted.* □ **to default on payments** not to make payments which are due under the terms of a contract

defaulter /dɪ'fɔ:ltə/ *noun* a person who defaults

defeasance /dɪ'fi:z(ə)ns/ *noun* a clause (in a collateral deed) which says that a contract or bond or recognisance will be revoked if something happens or if some act is performed

defence /dɪ'fens/ *noun* **1.** the action of protecting someone or something against attack ○ *The merchant bank is organising the company's defence against the takeover bid.* **2.** the act of fighting a lawsuit on behalf of a defendant (NOTE: [all senses] The US spelling is **defense**.)

defence counsel /dɪ'fens 'kaʊnsəl/ *noun* a lawyer who represents the defendant in a lawsuit

defence document /dɪ'fens 'dɒkjʊmənt/ *noun* a document published by a company which is the subject of a takeover bid, saying why the bid should be rejected

defend /dɪ'fend/ *verb* to fight to protect someone or something that is being attacked ○ *The company is defending itself against the takeover bid.* ○ *They hired the best lawyers to defend them against the tax authorities.* □ **to defend**

a **lawsuit** to appear in court to state your case when accused of something

defendant /dɪ'fendənt/ *noun* a person against whom a legal action is taken or who is accused of doing something to harm someone (NOTE: The other side in a case is the **claimant**.)

defended takeover /dɪ'fendɪd 'teɪkəʊvə/ *noun* same as **contested takeover**

defensive shares /dɪ'fensɪv 'ʃeəz/, **defensive stocks** /dɪ'fensɪv 'stɒks/ *plural noun* shares which are not likely to fall in value because they are in stable market sectors, and which are therefore bought as protection against potential losses in more speculative investments

defer /dɪ'fɜ:z/ *verb* to put back to a later date, to postpone ○ *We will have to defer payment until January.* ○ *The decision has been deferred until the next meeting.* (NOTE: **deferring** – **deferred**)

deferment /dɪ'fɜ:zmənt/ *noun* the act of leaving until a later date ○ *deferment of payment* ○ *deferment of a decision*

deferral /dɪ'fɜ:ɪrəl/ *noun* a postponement, a putting back to a later date ○ *tax deferral*

deferred /dɪ'fɜ:ɪd/ *adjective* put back to a later date

deferred coupon note /dɪ'fɜ:ɪd 'ku:pən nəʊt/ *noun* a bond where the interest is not paid immediately, but only after a certain date

deferred creditor /dɪ'fɜ:ɪd 'kredɪtə/ *noun* a person who is owed money by a bankrupt but who is paid only after all other creditors

deferred equity /dɪ'fɜ:ɪd 'ekwɪti/ *noun* a share ownership at a later date (i.e. as part of convertible loan stock)

deferred interest bond /dɪ'fɜ:ɪd 'ɪntrəst bɒnd/ *noun* same as **deferred coupon note**

deferred payment /dɪ'fɜ:ɪd 'peɪmənt/ *noun* **1.** money paid later than the agreed date **2.** payment for goods by instalments over a long period

deferred shares /dɪ'fɜ:ɪd 'ʃeəz/, **deferred stock** /dɪ'fɜ:ɪd 'stɒk/ *noun* shares which receive a dividend only after all other dividends have been paid

deferred tax /dɪ'fɜ:ɪd 'tæks/ *noun* a tax which may become payable at some later date

deficiency /dɪ'fɪʃ(ə)nəsi/ *noun* a lack of something, or the amount by which something, e.g. a sum of money, is less than it should be ○ *There is a £10 deficiency in the petty cash.* □ **to make up a deficiency** to put money into an account to balance it

deficit /'defɪsɪt/ *noun* the amount by which spending is higher than income □ **the accounts show a deficit** the accounts show a loss □ **to make good a deficit** to put money into an account to balance it

deficit financing /'defɪsɪt ˌfaɪnænsɪŋ/ *noun* a type of financial planning by a government in which it borrows money to cover the difference between its tax income and its expenditure

defined /dɪ'faɪnd/ *adjective* with specific aims

defined benefit plan /dɪ'faɪnd 'benefɪt plæn/, **defined contribution plan** /dɪ'faɪnd ˌkɒntrɪ'bjuːʃ(ə)n plæn/ *noun* *US* a pension plan set up by corporations for their employees

deflate /dɪ:'fleɪt/ *verb* □ **to deflate the economy** to reduce activity in the economy by cutting the supply of money

deflation /dɪ:'fleɪʃ(ə)n/ *noun* a general reduction in economic activity as a result of a reduced supply of money and credit, leading to lower prices ○ *The oil crisis resulted in worldwide deflation.* (NOTE: The opposite is **inflation**.)

'...the reluctance of people to spend is one of the main reasons behind 26 consecutive months of price deflation, a key economic ill that has led to price wars, depressed the profit margins of state enterprises and hit incomes among the rural population' [*Financial Times*]

deflationary /dɪ:'fleɪʃ(ə)n(ə)rɪ/ *adjective* which can cause deflation ○ *The government has introduced some deflationary measures in the budget.*

'...the strong dollar's deflationary impact on European economies as national governments push up interest rates' [*Duns Business Month*]

deflator /dɪ:'fleɪtə/ *noun* the amount by which a country's GNP is reduced to take inflation into account

defray /dɪ'freɪ/ *verb* to provide money to pay costs ○ *The company agreed to defray the costs of the exhibition.*

degearing /dɪ:'ɡeərɪŋ/ *noun* a reduction in gearing, reducing a company's

loan capital in relation to the value of its ordinary shares

del credere /del 'kreɪdəɪ/ *noun* an amount added to a charge to cover the possibility of not being paid

del credere agent /del 'kreɪdəɪ ˌeɪdʒənt/ *noun* an agent who receives a high commission because he or she guarantees payment by customers

delinquency /dɪ'lɪŋkwənsi/ *noun* *US* the fact of being overdue in payment of an account, an interest payment, etc.

delinquent /dɪ'lɪŋkwənt/ *adjective* *US* referring to an account or payment of tax which is overdue

delist /dɪ:'lɪst/ *verb* to remove a company from a Stock Exchange listing (as when a company is 'taken private' when an individual investor buys all the shares)

delisting /dɪ:'lɪstɪŋ/ *noun* an action of removing a company from a Stock Exchange listing

deliver /dɪ'lvə/ *verb* to transport goods to a customer □ **goods delivered free or free delivered goods** goods transported to the customer's address at a price which includes transport costs □ **goods delivered on board** goods transported free to the ship or plane but not to the customer's warehouse

delivered price /dɪ'lvəd praɪs/ *noun* a price which includes packing and transport

delivery /dɪ'lv(ə)rɪ/ *noun* **1.** the transporting of goods to a customer ○ *allow 28 days for delivery* ○ *parcels awaiting delivery* ○ *free delivery or delivery free* ○ *a delivery date* ○ *Delivery is not allowed for or is not included.* ○ *We have a pallet of parcels awaiting delivery.* □ **to take delivery of goods** to accept goods when they are delivered ○ *We took delivery of the stock into our warehouse on the 25th.* **2.** a consignment of goods being delivered ○ *We take in three deliveries a day.* ○ *There were four items missing in the last delivery.* **3.** the transport of a commodity to a purchaser **4.** the transfer of a bill of exchange or other negotiable instrument to the bank which is due to make payment

delivery month /dɪ'lv(ə)rɪ mənθ/ *noun* a month in a futures contract when actual delivery will take place

delivery note /dɪ'lɪv(ə)ri nəʊt/ *noun* a list of goods being delivered, given to the customer with the goods

delivery of goods /dɪ'lɪv(ə)ri əv 'gʊdz/ *noun* the transport of goods to a customer's address

delivery order /dɪ'lɪv(ə)ri ˌɔ:də/ *noun* the instructions given by the customer to the person holding her goods, to tell her where and when to deliver them

delivery service /dɪ'lɪv(ə)ri ˌsɜ:vɪs/ *noun* a transport service organised by a supplier or a shop to take goods to customers

delivery time /dɪ'lɪv(ə)ri taɪm/ *noun* the number of days before something will be delivered

delivery van /dɪ'lɪv(ə)ri væn/ *noun* a van for delivering goods to customers

delta shares /'deltə ʃeəz/, **delta securities** /'deltə sɪ,kjʊərɪtɪz/, **delta stocks** /'deltə stɒks/ *noun* shares in about 120 companies listed on the London Stock Exchange, but not on the SEAQ system because they are very rarely traded

demand /dɪ'mɑ:nd/ *noun* **1.** an act of asking for payment □ **payable on demand** which must be paid when payment is asked for **2.** the need that customers have for a product or their eagerness to buy it ○ *There was an active demand for oil shares on the stock market.* ○ *The factory had to cut production when demand slackened.* ○ *The office cleaning company cannot keep up with the demand for its services.* □ **there is not much demand for this item** not many people want to buy it □ **this book is in great demand or there is a great demand for this book** many people want to buy it □ **to meet or fill a demand** to supply what is needed ○ *The factory had to increase production to meet the extra demand.* ■ **verb** to ask for something and expect to get it ○ *She demanded a refund.* ○ *The suppliers are demanding immediate payment of their outstanding invoices.* ○ *The shop stewards demanded an urgent meeting with the managing director.*

'...spot prices are now relatively stable in the run-up to the winter's peak demand' [*Economist*]

'...the demand for the company's products remained strong throughout the first six months

of the year with production and sales showing significant increases' [*Business Times (Lagos)*]

'...growth in demand is still coming from the private rather than the public sector' [*Lloyd's List*]

demand bill /dɪ'mɑ:nd bɪl/ *noun* a bill of exchange which must be paid when payment is asked for

demand deposit /dɪ'mɑ:nd dɪˌpɒzɪt/ *noun* US money in a deposit account which can be taken out when you want it by writing a cheque

demand draft /dɪ'mɑ:nd drɑ:ft/ *noun* a draft which is to be paid immediately

demand-led inflation /dɪ'mɑ:nd led ɪn'fleɪʃ(ə)n/, **demand-pull inflation** /dɪ'mɑ:nd pʊl ɪn'fleɪʃ(ə)n/ *noun* inflation caused by rising demand which cannot be met

demand note /dɪ'mɑ:nd nəʊt/ *noun* a promissory note which must be paid when it is presented

demand price /dɪ'mɑ:nd praɪs/ *noun* the price at which a quantity of goods will be bought

demerge /di:'mɜ:dʒ/ *verb* to separate a company into several separate parts

demerger /di:'mɜ:dʒə/ *noun* the separation of a company into several separate parts (especially used of companies which have grown by acquisition)

demise /dɪ'maɪz/ *noun* **1.** a death ○ *On his demise the estate passed to his daughter.* **2.** the act of granting a property on a lease

demonetisation /di:ˌmʌnɪtaɪˈzeɪʃ(ə)n/, **demonetization** *noun* the act of stopping a coin or note being used as money

demonetise /di:ˌmʌnɪtaɪz/, **demonetize** *verb* to stop a coin or note being used as money

demurrage /dɪ'mʌrɪdʒ/ *noun* money paid to a customer when a shipment is delayed at a port or by customs

demutualisation /di:ˌmju:tʃʊəlaɪˈzeɪʃ(ə)n/, **demutualization** *noun* of the process by which a mutual society, such as building society, becomes a publicly owned corporation

demutualise /di:ˌmju:tʃʊəlaɪz/, **demutualize** *verb* to stop having mutual status, by becoming a Plc and

selling shares to the general public on the stock market

denomination /dɪˌnɒmɪˈneɪʃ(ə)n/ *noun* a unit of money (on a coin, bank-note or stamp) ○ *We collect coins of all denominations for charity.* ○ *Small denomination notes are not often counterfeited.*

department /dɪˈpɑːtmənt/ *noun* **1.** a specialised section of a large organisation ○ *Trainee managers work for a while in each department to get an idea of the organisation as a whole.* **2.** a section of a large store selling one type of product ○ *You will find beds in the furniture department.* **3.** a section of the British government containing several ministries

departmental /ˌdɪːpɑːtˈment(ə)l/ *adjective* referring to a department

departmental manager /ˌdɪːpɑːtmənt(ə)l ˈmænɪdʒə/ *noun* the manager of a department

Department for Work and Pensions /dɪˌpɑːtmənt fə ˈwɜːk ən ˈpenʃənz/ *noun* a British government department responsible for services to people of working age, pensioners and families. Abbreviation **DWP**

Department of Trade and Industry /dɪˌpɑːtmənt əv treɪd ænd ˈɪndəstri/ *noun* a British government department which deals with areas such as commerce, international trade and the stock exchange. Abbreviation **DTI**

department store /dɪˈpɑːtmənt stɔː/ *noun* a large store with separate sections for different types of goods

deposit /dɪˈpɒzɪt/ *noun* **1.** money placed in a bank for safe keeping or to earn interest □ **deposit at 7 days' notice** money deposited which you can withdraw by giving seven days' notice **2.** money given in advance so that the thing which you want to buy will not be sold to someone else ○ *to pay a deposit on a watch* ○ *to leave £10 as deposit* ■ **verb** **1.** to put documents somewhere for safe keeping ○ *to deposit shares with a bank* ○ *We have deposited the deeds of the house with the bank.* ○ *He deposited his will with his solicitor.* **2.** to put money into a bank account ○ *to deposit £100 in a current account*

deposit account /dɪˈpɒzɪt əˈkaʊnt/ *noun* a bank account which pays interest

but on which notice has to be given to withdraw money

depository /dɪˈpɒzɪtəri/ *noun* *US* a person or corporation which can place money or documents for safekeeping with a depository. ♦ **American Depository Receipt** (NOTE: Do not confuse with **depository**.)

deposit multiplier /dɪˈpɒzɪt ˌmʌltɪplɪə/ *noun* a factor by which a bank can increase deposits as a ratio of its reserves

depositor /dɪˈpɒzɪtə/ *noun* a person who deposits money in a bank, building society, etc.

depository /dɪˈpɒzɪt(ə)ri/ *noun* a person or company with whom money or documents can be deposited (NOTE: Do not confuse with **depository**.)

deposit slip /dɪˈpɒzɪt slɪp/ *noun* a piece of paper stamped by the cashier to prove that you have paid money into your account

deposit-taking institution /dɪˌpɒzɪt ˌteɪkɪŋ ˌɪnstɪˈtjuːʃ(ə)n/, **depository institution** /dɪˌpɒzɪt(ə)ri ˌɪnstɪˈtjuːʃ(ə)n/ *noun* an institution such as a building society, bank or friendly society, which is licensed to receive money on deposit from private individuals and to pay interest on it

depreciate /dɪˈpriːʃieɪt/ *verb* **1.** to reduce the value of assets in accounts ○ *We depreciate our company cars over three years.* **2.** to lose value ○ *a share which has depreciated by 10% over the year* ○ *The pound has depreciated by 5% against the dollar.*

‘...this involved reinvesting funds on items which could be depreciated against income for three years’ [Australian Financial Review]

‘...buildings are depreciated at two per cent per annum on the estimated cost of construction’ [Hongkong Standard]

‘...the euro's downward drift sparked alarmed reactions from the European Central Bank which has seen the new currency depreciate by almost 15% since its launch’ [Times]

COMMENT: Various methods of depreciating assets are used, such as the ‘straight line method’, where the asset is depreciated at a constant percentage of its cost each year and the ‘reducing balance method’, where the asset is depreciated at a constant percentage which is applied to the cost of the asset after each

of the previous years' depreciation has been deducted.

depreciation /dɪˌpriːʃi'eɪʃ(ə)n/ *noun*

1. a loss of value ○ *a share which has shown a depreciation of 10% over the year* ○ *the depreciation of the pound against the dollar* **2.** a reduction in value, writing down the capital value of an asset over a period of time in a company's accounts

depreciation rate /dɪˌpriːʃi'eɪʃ(ə)n reɪt/ *noun* the rate at which an asset is depreciated each year in the company accounts

depress /dɪˈpres/ *verb* to reduce something ○ *Reducing the money supply has the effect of depressing demand for consumer goods.*

depressed area /dɪˌprest 'eəriə/ *noun* a part of a country suffering from depression

depressed market /dɪˌprest 'mɑːkɪt/ *noun* a market where there are more goods than customers

depression /dɪˈpreʃ(ə)n/ *noun* a period of economic crisis with high unemployment and loss of trade ○ *The country entered a period of economic depression.*

dept *abbreviation* department

deregulate /dɪˈregjuleɪt/ *verb* to remove government controls from an industry ○ *The US government deregulated the banking sector in the 1980s.*

deregulation /dɪˌregjuːleɪʃ(ə)n/ *noun* the reduction of government control over an industry ○ *the deregulation of the airlines*

'...after the slump in receipts last year that followed liner shipping deregulation in the US, carriers are probably still losing money on their transatlantic services. But with a possible contraction in capacity and healthy trade growth, this year has begun in a much more promising fashion than last' [*Lloyd's List*]

derivative instruments /dɪˌrɪvətɪv 'ɪnstrʊmənts/, **derivatives** /dɪˌrɪvətɪvz/ *plural noun* any forms of traded security, such as option contracts, which are derived from ordinary bonds and shares, exchange rates or stock market indices

COMMENT: Derivatives traded on stock exchanges or futures exchanges include options on futures or exchange rates or interest rate. While they can be seen as a

way of hedging against possible swings in exchange rates or commodity prices, they can also produce huge losses if the market goes against the trader.

descending tops /dɪˌsendɪŋ 'tɒps/ *plural noun* a term used by chartists to refer to a falling market, where each peak is lower than the one before

designate *adjective* /'deɪzɪɡneɪt/ appointed to a job but not yet working ○ *the chairman designate* (NOTE: always follows a noun) ■ *verb* /'deɪzɪɡneɪt/ to appoint someone to a post

designer /dɪˈzaɪnə/ *adjective* expensive and fashionable ○ *designer jeans*

desk /desk/ *noun* **1.** a writing table in an office, usually with drawers for stationery ○ *a desk diary* ○ *a desk drawer* ○ *a desk light* □ **a three-drawer desk** desk with three drawers **2.** a section of a newspaper

desk pad /'desk pæd/ *noun* a pad of paper kept on a desk for writing notes

destabilise /dɪˈsteɪbalaɪz/, **destabilize** *verb* to make something less stable ○ *The comments by the speculators were aimed at destabilising the country's economy.*

destabilising /dɪˈsteɪbalaɪzɪŋ/, **destabilizing** *adjective* which makes something less stable

detailed account /ˌdiːteɪld əˈkaʊnt/ *noun* an account which lists every item

determine /dɪˈtɜːmɪn/ *verb* to fix, arrange or decide ○ *to determine prices or quantities* ○ *conditions still to be determined*

Deutsches Bundesbank *noun* the German central bank, based in Frankfurt

Deutschmark /'dɔɪtʃmɑːk/ *noun* a unit of currency used before the euro in Germany (NOTE: When used with a figure, usually written **DM** before the figure: **DM250** (say 'two hundred and fifty Deutschmarks').)

devaluation /dɪˌvæljuː'eɪʃ(ə)n/ *noun* a reduction in the value of a currency against other currencies ○ *the devaluation of the rand*

devalue /dɪˌvæljuː/ *verb* to reduce the value of a currency against other currencies ○ *The pound has been devalued by 7%.*

develop /dɪˈveləp/ *verb* **1.** to plan and produce ○ *to develop a new product* **2.**

to plan and build an area ○ *to develop an industrial estate*

developing country /dɪˈveləpɪŋ ˈkʌntri/, **developing nation** /dɪˈveləpɪŋ ˈneɪʃ(ə)n/ *noun* a country which is not fully industrialised

development /dɪˈveləpmənt/ *noun* the work of planning the production of a new product and constructing the first prototypes ○ *We spend a great deal on research and development.*

development area /dɪˈveləpmənt ˈeəriə/, **development zone** /dɪˈveləpmənt zəʊn/ *noun* an area which has been given special help from a government to encourage businesses and factories to be set up there

deviate /ˈdiːviət/ *verb* to turn away from what is normal or usual

deviation /ˌdiːviˈeɪʃ(ə)n/ *noun* a change of route or strategy ○ *Advertising in the tabloids will mean a deviation from our normal marketing strategy.*

devise /dɪˈvaɪz/ *noun* the act of giving freehold land to someone in a will (NOTE: Giving of other types of property is a **bequest**).

dial /ˈdaɪəl/ *verb* to call a telephone number on a telephone ○ *to dial a number* ○ *to dial the operator* □ **to dial direct** to contact a phone number without asking the operator to do it for you ○ *You can dial New York direct from London.*

differential /ˌdɪfəˈrenʃəl/ *adjective* which shows a difference ■ *noun* □ **to erode wage differentials** to reduce differences in salary gradually

differential tariffs /ˌdɪfərənʃəl ˈtærɪfs/ *plural noun* different tariffs for different classes of goods as, e.g., when imports from certain countries are taxed more heavily than similar imports from other countries

difficulty /ˈdɪfɪk(ə)lti/ *noun* a problem, or trouble in doing something ○ *They had a lot of difficulty selling into the European market.* ○ *We have had some difficulties with customs over the export of computers.*

digit /ˈdɪdʒɪt/ *noun* a single number ○ *a seven-digit phone number*

digital /ˈdɪdʒɪt(ə)l/ *adjective* converted into a form that can be processed by computers and accurately reproduced

digital cash /ˈdɪdʒɪt(ə)l ˈkæʃ/ *noun* a form of digital money that can be used like physical cash to make online purchases and is anonymous because there is no way of obtaining information about the buyer when it is used

digital money /ˈdɪdʒɪt(ə)l ˈmʌni/ *noun* a series of numbers that has a value equivalent to a sum of money in a physical currency

digital wallet /ˈdɪdʒɪt(ə)l ˈwɒlɪt/ *noun* a piece of personalised software on the hard drive of a user's computer that contains, in coded form, such items as credit card information, digital cash, a digital identity certificate, and standardised shipping information, and can be used when paying for a transaction electronically. Also called **e-purse**, **electronic purse**

diligence /ˈdɪlɪdʒəns/ *noun* ◇ **due diligence**

dilute /daɪˈluːt/ *verb* to make less valuable ○ *Conversion of the loan stock will dilute the assets per share by 5%.*

dilution levy /daɪˈluːʃ(ə)n ˈlevi/ *noun* an extra charge levied by fund managers on investors buying or selling units in a fund, to offset any potential effect on the value of the fund of such sales or purchases

dilution of shareholding /daɪˈluːʃ(ə)n əv ˈʃeəhəʊldɪŋ/ *noun* a situation where the ordinary share capital of a company has been increased, but without an increase in the assets so that each share is worth less than before (NOTE: The US term is **stockholding**.)

dime /daɪm/ *noun* US ten cent coin (informal)

diminish /dɪˈmɪnɪʃ/ *verb* to become smaller ○ *Our share of the market has diminished over the last few years.*

dinar /ˈdiːnɑː/ *noun* a unit of currency used in some European countries (including Bosnia, Macedonia and Serbia) and in many Arabic countries: Algeria, Bahrain, Iraq, Jordan, Kuwait, Libya, Tunisia, South Yemen and Sudan

dip /dɪp/ *noun* a sudden small fall ○ *Last year saw a dip in the company's performance.* ■ *verb* to fall in price ○ *Shares dipped sharply in yesterday's trading.* (NOTE: **dipping** – **dipped**)

direct /daɪ'rekt/ *verb* to manage or organise something ○ *He directs our South-East Asian operations.* ○ *She was directing the development unit until last year.* ■ *adjective* straight or without interference ■ *adverb* with no third party involved ○ *We pay income tax direct to the government.* □ **to dial direct** to contact a phone number yourself without asking the operator to do it for you ○ *You can dial New York direct from London if you want.*

direct action /daɪ'rekt 'ækʃən/ *noun* a strike or go-slow by a workforce

direct business /daɪ'rekt 'biznis/ *noun* insurance business transacted between an insurance company and the person taking out the insurance (without going through a broker)

direct cost /daɪ'rekt 'kɒst/ *noun* a cost which can be directly related to the making of a product, i.e. its production cost

direct debit /daɪ'rekt 'deɪt/ *noun* a system where a customer allows a company to charge costs to his or her bank account automatically and where the amount charged can be increased or decreased with the agreement of the customer ○ *I pay my electricity bill by direct debit.*

direction /daɪ'rekʃən/ *noun* 1. the process of organising or managing ○ *He took over the direction of a multinational group.* 2. □ **directions for use** instructions showing how to use something

directive /daɪ'rektɪv/ *noun* an order or command to someone to do something (especially an order from the Council of Ministers or Commission of the European Union referring to a particular problem in certain countries) ○ *The Commission issued a directive on food prices.*

directly /daɪ'rektli/ *adverb* with no third party involved ○ *We deal directly with the manufacturer, without using a wholesaler.*

direct mail /daɪ'rekt 'meɪl/ *noun* the practice of selling a product by sending publicity material to possible buyers through the post ○ *These calculators are only sold by direct mail.* ○ *The company runs a successful direct-mail operation.*

'...all of those who had used direct marketing techniques had used direct mail, 79% had used some kind of telephone technique and 63% had tried off-the-page selling' [*Precision marketing*]

direct-mail advertising /daɪ'rekt meɪl 'ædvətaɪzɪŋ/ *noun* advertising by sending leaflets to people through the post

direct mailing /daɪ'rekt 'meɪlɪŋ/ *noun* the sending of publicity material by post to possible buyers

director /daɪ'rektə/ *noun* 1. a senior employee appointed by the shareholders to help run a company, who is usually in charge of one or other of its main functions, e.g. sales or human relations, and usually, but not always, a member of the board of directors □ **directors' salaries** salaries of directors (which have to be listed in the company's profit and loss account) 2. the person who is in charge of a project, an official institute or other organisation ○ *the director of the government research institute* ○ *She was appointed director of the trade association.*

'...the research director will manage and direct a team of business analysts reporting on the latest developments in retail distribution throughout the UK' [*Times*]

COMMENT: Directors are elected by shareholders at the AGM, though they are usually chosen by the chairman or chief executive. A board will consist of a chairman (who may be non-executive), a chief executive or managing director and a series of specialist directors in charge of various activities of the company (such as a finance director, production director or sales director). The company secretary will attend board meetings, but need not be a director. Apart from the executive directors, who are in fact employees of the company, there may be several non-executive directors, appointed either for their expertise and contacts, or as representatives of important shareholders such as banks. The board of an American company may be made up of a large number of non-executive directors and only one or two executive officers. A British board has more executive directors.

directoriate /daɪ'rekt(ə)rət/ *noun* a group of directors

Director of the Budget /daɪ'rektə əv ðə 'bʌdʒɪt/ *noun* the member of a government in charge of the preparation of the budget

director's fees /daɪ'rektəz fɪz/ *plural noun* money paid to a director for attendance at board meetings

directorship /daɪ'rektəʃɪp/ *noun* the post of director ○ *She was offered a directorship with Smith Ltd.*

'...what benefits does the executive derive from his directorship? In the first place compensation has increased sharply in recent years' [*Duns Business Month*]

directors' report /daɪ'rektəz rɪ'pɔ:t/ *noun* the annual report from the board of directors to the shareholders

directory /daɪ'rekt(ə)rɪ/ *noun* 1. a reference book containing information on companies and their products 2. a list of people or businesses with information about their addresses and telephone numbers

direct paper /daɪ'rekt 'peɪpə/ *noun* a financial paper sold direct to investors

direct placement /daɪ'rekt 'pleɪsmənt/ *noun* *US* the act of placing new shares directly with purchasers, without going through a broker

direct selling /daɪ'rekt 'selɪŋ/ *noun* the work of selling a product direct to the customer without going through a shop

direct sends /daɪ'rekt 'sendz/ *plural noun* *US* cheques sent directly to a drawee bank to be cleared, without going through the clearing house process

direct share ownership /daɪ'rekt 'ʃeə ,əʊnəʃɪp/ *noun* the ownership of shares by private individuals, buying or selling through brokers, and not via holdings in unit trusts

direct tax /daɪ'rekt 'tæks/ *noun* a tax (such as income tax) paid directly to the government

direct taxation /daɪ'rekt tæk'seɪʃ(ə)n/ *noun* a tax, such as income tax which is paid direct to the government ○ *The government raises more money by direct taxation than by indirect.*

dirham /'dɪərəm/ *noun* a unit of currency used in Morocco and the United Arab Emirates

dirty float /'dɜ:ti fləʊt/ *noun* a process of floating a currency, where the government intervenes to regulate the exchange rate

disallow /,dɪsə'laʊ/ *verb* not to accept a claim for insurance ○ *He claimed £2,000 for fire damage, but the claim was disallowed.*

disburse /dɪs'bɜ:z/ *verb* to pay money

disbursement /dɪs'bɜ:smənt/ *noun* the payment of money

discharge *noun* /'dɪstʃɑ:dʒ/ 1. a payment of debt □ **in full discharge of a debt** as full payment of a debt 2. □ **in discharge of her duties as director** while carrying out her duties as director ■ *verb* /dɪs'tʃɑ:dʒ/ 1. □ **to discharge a bankrupt** to release someone from bankruptcy because they have paid their debts 2. to dismiss an employee ○ *to discharge an employee for negligence*

discharged bankrupt /dɪs,tʃɑ:dʒd 'bæŋkrɒpt/ *noun* a person who has been released from being bankrupt because his or her debts have been paid

discharge in bankruptcy /,dɪstʃɑ:dʒ ɪn 'bæŋkrɒptsi/, **discharge of bankruptcy** *noun* the legal process of being released from bankruptcy after paying your debts

disciplinary procedure /dɪsɪ'plɪnəri prə'sɪ:dʒə/ *noun* a way of warning a worker officially that he or she is breaking rules or is working badly

disclaimer /dɪs'kleɪmə/ *noun* a legal refusal to accept responsibility

disclose /dɪs'kləʊz/ *verb* to tell something that was previously unknown to other people or secret ○ *The bank has no right to disclose details of my account to the tax office.*

disclosure /dɪs'kləʊzə/ *noun* the act of telling something that was previously unknown to other people or secret ○ *The disclosure of the takeover bid raised the price of the shares.*

disclosure of shareholding /dɪs'kləʊzər əv 'ʃeəhəʊldɪŋ/ *noun* the act of making public the fact that someone owns shares in a company

discount *noun* /'dɪskaʊnt/ 1. the percentage by which the seller reduces the full price for the buyer ○ *to give a discount on bulk purchases* □ **to sell goods at a discount or at a discount price** to sell goods below the normal price □ **10% discount for cash or 10% cash discount** you pay 10% less if you pay in

cash **2.** the amount by which something is sold for less than its value □ **currency at a discount** a currency whose future value is less than its spot value □ **shares which stand at a discount** shares which are lower in price than their asset value or their par value ■ **verb** /dɪs'kaʊnt/ **1.** to reduce prices to increase sales **2.** □ **to discount bills of exchange** to buy or sell bills of exchange for less than the value written on them in order to cash them later **3.** to react to something which may happen in the future (such as a possible takeover bid or currency devaluation) □ **shares are discounting a rise in the dollar** shares have risen in advance of a rise in the dollar price

'...pressure on the Federal Reserve Board to ease monetary policy and possibly cut its discount rate mounted yesterday' [*Financial Times*]

'...banks refrained from quoting forward US/Hongkong dollar exchange rates as premiums of 100 points replaced the previous day's discounts of up to 50 points' [*South China Morning Post*]

discountable /'dɪskaʊntəb(ə)l/ *adjective* which can be discounted ○ *These bills are not discountable.*

discount broker /'dɪskaʊnt brəʊkə/ *noun* a broker who charges a lower commission than other brokers

discounted cash flow /,dɪskaʊntɪd 'kæʃ fləʊ/ *noun* the calculation of the forecast return on capital investment by discounting future cash flows from the investment, usually at a rate equivalent to the company's minimum required rate of return. Abbreviation **DCF**

COMMENT: Discounting is necessary because it is generally accepted that money held today is worth more than money to be received in the future. The effect of discounting is to reduce future income or expenses to their 'present value'. Once discounted, future cash flows can be compared directly with the initial cost of a capital investment which is already stated in present value terms. If the present value of income is greater than the present value of costs, the investment can be said to be worthwhile.

discounted value /,dɪskaʊntɪd 'vælju:/ *noun* the difference between the face value of a share and its lower market price

discounter /'dɪskaʊntə/ *noun* a person or company that discounts bills or invoices, or sells goods at a discount

'...invoice discounting is an instant finance raiser. Cash is advanced by a factor or discounter against the value of invoices sent out by the client company. Debt collection is still in the hands of the client company, which also continues to run its own bought ledger' [*Times*]
'...a 100,000 square-foot warehouse generates ten times the volume of a discount retailer; it can turn its inventory over 18 times a year, more than triple a big discounter's turnover' [*Duns Business Month*]

discount house /'dɪskaʊnt haʊs/ *noun* **1.** a financial company which specialises in discounting bills **2.** a shop which specialises in selling cheap goods bought at a high discount

discount market /'dɪskaʊnt mɑ:kɪt/ *noun* a market for borrowing and lending money, through Treasury bills, certificates of deposit, etc.

discount points /'dɪskaʊnt pɔɪnts/ *plural noun* US extra payments made to a lender to produce a reduction in the interest rate on a mortgage

discount price /'dɪskaʊnt praɪs/ *noun* the full price less a discount

discount rate /'dɪskaʊnt reɪt/ *noun* the percentage taken when a bank buys bills

discount store /'dɪskaʊnt stɔ:/ *noun* a shop which specialises in cheap goods bought at a high discount

discount window /'dɪskaʊnt wɪndəʊ/ *noun* US a way in which the Federal Reserve grants loans to a bank by giving advances on the security of Treasury bills which the bank is holding

discrepancy /dɪ'skreɪpənsi/ *noun* a situation where figures are not correct

discrete compounding /dɪ'skri:t 'kɒmpaʊndɪŋ/ *noun* a system where interest is calculated at certain times, such as the end of a month or year, and then added to the principal

discretion /dɪ'skreɪʃ(ə)n/ *noun* the ability to decide what should be done □ **I leave it to your discretion** I leave it for you to decide what to do □ **at the discretion of someone** according to what someone decides ○ *Membership is at the discretion of the committee.*

discretionary /dɪ'skreɪʃ(ə)n(ə)rɪ/ *adjective* which can be done if someone wants □ **the minister's discretionary**

powers powers which the minister could use if he or she thought it necessary □ **on a discretionary basis** referring to a way of managing a client's funds, where the fund manager uses his discretion to do as he wants, without the client giving him any specific instructions

discretionary account /dɪˌskreʃ(ə)n(ə)ri əˈkaʊnt/ *noun* a client's account with a stockbroker, where the broker invests and sells at his own discretion without the client needing to give him specific instructions

discretionary client /dɪˌskreʃ(ə)n(ə)ri ˈklaɪənt/ *noun* a client whose funds are managed on a discretionary basis

discretionary funds /dɪˌskreʃ(ə)n(ə)ri ˈfʌndz/ *plural noun* funds managed on a discretionary basis

diseconomies of scale /dɪsɪˌkɒnəmɪz əv ˈskeɪl/ *plural noun* a situation where increased production leads to a higher production cost per unit or average production cost

COMMENT: After having increased production using the existing workforce and machinery, giving economies of scale, the company finds that in order to increase production further it has to employ more workers and buy more machinery, leading to an increase in unit cost.

disenfranchise /dɪˌsɪnˈfræntʃaɪz/ *verb* to take away someone's right to vote ○ *The company has tried to disenfranchise the ordinary shareholders.*

disequilibrium /dɪsɪˌkwɪˈlɪbrɪəm/ *noun* an imbalance in the economy when supply does not equal demand or a country's balance of payments is in deficit

dishonour /dɪsɪˈɒnəl/ *verb* (NOTE: The US spelling is **dishonor**.) □ **to dishonour a bill** not to pay a bill

dishonoured cheque /dɪsɪˈɒnd ˈtʃek/ *noun* a cheque which the bank will not pay because there is not enough money in the account to pay it

disinflation /dɪˌsɪnˈfleɪʃ(ə)n/ *noun* the process of reducing inflation in the economy by increasing tax and reducing the level of money supply. Compare **deflation**

disinflationary /dɪˌsɪnˈfleɪʃ(ə)n(ə)ri/ *adjective* which reduces the level of inflation in the economy

disintermediation /dɪsɪntəˈmiːdiˈeɪʃ(ə)n/ *noun* 1. the removal of any intermediaries from a process so that, e.g., lenders lend money direct to borrowers 2. a situation where investors remove their money from deposit accounts and invest directly in the stock market

disinvest /dɪˌsɪnˈvest/ *verb* 1. to reduce investment by not replacing capital assets when they wear out 2. to reduce investment by selling shares

disinvestment /dɪˌsɪnˈvestmənt/ *noun* 1. a reduction in capital assets by not replacing them when they wear out 2. a process of reducing investments by selling shares

disk /dɪsk/ *noun* a round flat object, used to store information in computers

disk drive /ˈdɪsk draɪv/ *noun* a part of a computer which makes a disk spin round in order to read it or store information on it

diskette /dɪˈsket/ *noun* a small floppy disk ○ *He sent a diskette of the accounts to his accountant.*

dismissal procedures /dɪsɪˈmɪs(ə)l prəˌsiːdʒəz/ *plural noun* the correct way to dismiss someone, following the rules in the contract of employment

dispatch note /dɪˈspætʃ nəʊt/ *noun* a note saying that goods have been sent

disposable personal income /dɪˌspəʊzəb(ə)l ˈpɜːs(ə)nəl ˈɪnkʌm/ *noun* the income left after tax and national insurance have been deducted (also called 'take-home' pay)

disposal /dɪˈspəʊz(ə)l/ *noun* a sale ○ *a disposal of securities* ○ *The company has started a systematic disposal of its property portfolio.* □ **lease or business for disposal** a lease or business for sale

dispose /dɪˈspəʊz/ *verb* □ **to dispose of** to get rid of or to sell, especially cheaply ○ *to dispose of excess stock* ○ *to dispose of excess equipment* ○ *He is planning to dispose of his business in the new year.*

disqualification /dɪsɪˌkwɒlɪfɪˈkeɪʃ(ə)n/ *noun* the act of making someone disqualified to do something

'Even 'administrative offences' can result in disqualification. A person may be disqualified

for up to five years following persistent breach of company legislation in terms of failing to file returns, accounts and other documents with the Registrar' [Accountancy]

disqualify /dɪs'kwɒlɪfaɪ/ *verb* to make a person unqualified to do something, such as to be a director of a company

dissolution /,dɪsə'luːʃ(ə)n/ *noun* the ending (of a partnership)

dissolve /dɪ'zɒlv/ *verb* to bring to an end ○ *to dissolve a partnership*

distrain /dɪ'streɪn/ *verb* to seize goods to pay for debts

distress /dɪ'stres/ *noun* the act of taking someone's goods to pay for debts

distressed companies /dɪ'strest 'kʌmp(ə)nɪz/ *plural noun* companies which may go into liquidation, and whose shares are seen as a speculative buy

distress merchandise /dɪ'stres ,mɜːtʃəndaɪs/ *noun* US goods sold cheaply to pay a company's debts

distress sale /dɪ'stres seɪl/ *noun* a sale of goods at low prices to pay a company's debts

distress securities fund /dɪ'stres sɪ'kjuəɪtɪz fʌnd/ *noun* a type of fund which invests in companies where there may be a major problems

distributable profits /dɪs-,trɪbju:təb(ə)l 'prɒfɪts/ *plural noun* profits which can be distributed to shareholders as dividends if the directors decide to do so

distribute /dɪ'strɪbjʊt/ *verb* **1.** to share out dividends ○ *Profits were distributed among the shareholders.* **2.** to send out goods from a manufacturer's warehouse to retail shops ○ *Smith Ltd distributes for several smaller companies.* ○ *All orders are distributed from our warehouse near Oxford.*

distributed profits /dɪ'strɪbjʊtɪd 'prɒfɪts/ *plural noun* profits passed to shareholders in the form of dividends

distribution /,dɪstrɪ'bjuːʃ(ə)n/ *noun* the act of sending goods from the manufacturer to the wholesaler and then to retailers ○ *Stock is held in a distribution centre which deals with all order processing.* ○ *Distribution costs have risen sharply over the last 18 months.* ○ *She*

has several years' experience as distribution manager.

'British distribution companies are poised to capture a major share of the European market' [Management News]

distribution channel /,dɪstrɪ-'bjuːʃ(ə)n ,tʃæn(ə)l/ *noun* the route by which a product or service reaches a customer after it leaves the producer or supplier (NOTE: A distribution channel usually consists of a chain of intermediaries, for example wholesalers and retailers, that is designed to move goods from the point of production to the point of consumption in the most efficient way.)

'...there is evidence that distribution channels are supply driven' [Quarterly Review of Marketing]

distribution network /,dɪstrɪ-'bjuːʃ(ə)n ,netwɜːk/ *noun* a series of points or small warehouses from which goods are sent all over a country

distribution of income /,dɪstrɪbjʊːʃ(ə)n əv 'ɪnkʌm/ *noun* payment of dividends to shareholders

distribution slip /,dɪstrɪ'bjuːʃ(ə)n slɪp/ *noun* a paper attached to a document or to a magazine, showing all the people in an office who should read it

distributive trades /dɪ'strɪbjʊtɪv ,treɪdz/ *plural noun* all businesses involved in the distribution of goods

distributor /dɪ'strɪbjʊtə/ *noun* a company which sells goods for another company which makes them ○ **a network of distributors** a number of distributors spread all over a country

distributorship /dɪ'strɪbjʊtəʃɪp/ *noun* the position of being a distributor for a company

diversification /daɪ'vɜːsɪfɪ-'keɪʃ(ə)n/ *noun* the process of adding another quite different type of business to a firm's existing trade

diversify /daɪ'vɜːsɪfaɪ/ *verb* **1.** to add new types of business to existing ones ○ *The company is planning to diversify into new products.* **2.** to invest in different types of shares or savings so as to spread the risk of loss

divest /daɪ'vest/ *verb* ○ **to divest oneself of something** to get rid of something ○ *The company had divested itself of its US interests.*

divestiture /daɪ'vestɪtʃə/ *noun* a sale of an asset

dividend /'dɪvɪdend/ *noun* a percentage of profits paid to shareholders □ **to raise or increase the dividend** to pay out a higher dividend than in the previous year □ **to maintain the dividend** to keep the same dividend as in the previous year □ **to omit or pass the dividend** to pay no dividend □ **the dividend is covered four times** the profits are four times the dividend □ **the shares are quoted ex dividend** the share price does not include the right to the dividend

COMMENT: The dividend is calculated as the proportion of profits a company can pay to its shareholders after tax has been paid, always keeping some of the profit back to reinvest in the company's products or activities. Large companies usually pay dividends twice a year, once after the half-year results have been declared (called the 'interim dividend') and gain when the final results are published.

dividend check /'dɪvɪdend tʃek/ *noun* US same as **dividend warrant**

dividend cover /'dɪvɪdend ,kʌvə/ *noun* the ratio of profits to dividends paid to shareholders

dividend forecast /'dɪvɪdend ,fɔ:kʌst/ *noun* a forecast of the amount of an expected dividend

dividend payout /'dɪvɪdend ,peɪəʊt/ *noun* money paid as dividends to shareholders

dividend per share /,dɪvɪdend pə 'ʃeə/ *noun* an amount of money paid as dividend for each share held

dividend warrant /,dɪvɪdend 'wɒrənt/ *noun* a cheque which makes payment of a dividend (NOTE: The US term is **dividend check**.)

dividend yield /'dɪvɪdend ,jɪld/ *noun* a dividend expressed as a percentage of the current market price of a share

divisional headquarters /dɪ ,vɪz(ə)nəl ,hed'kwɔ:teɪz/ *plural noun* the main office of a division of a company

DJIA *abbreviation* Dow Jones Industrial Average

DM, D-mark *abbreviation* Deutschmark

dock dues /'dɒk dju:z/ *plural noun* a payment which a ship makes to the harbour authorities for the right to use the harbour

doctor /'dɒktə/ *noun* a specialist who examines people when they are sick to see how they can be made well ○ *The staff are all sent to see the company doctor once a year.*

document /'dɒkjʊmənt/ *noun* a paper, especially an official paper, with written information on it ○ *He left a file of documents in the taxi.* ○ *She asked to see the documents relating to the case.*

documentary /,dɒkjʊ'ment(ə)ri/ *adjective* in the form of documents ○ *documentary evidence*

documentary credit /,dɒkjʊmənt(ə)ri 'kredɪt/ *noun* a credit document used in export trade, when a bank issues a letter of credit against shipping documents

documentary proof /,dɒkjʊmənt(ə)ri 'pru:f/ *noun* a proof in the form of a document

documentation /,dɒkjʊmə'n'teɪʃ(ə)n/ *noun* all the documents referring to something ○ *Please send me the complete documentation concerning the sale.*

document image processing /,dɒkjʊmənt 'ɪmɪdʒ ,prəʊsesɪŋ/ *noun* a system for scanning documents, such as cheques, and storing the information in a retrieval system

documents against acceptance /,dɒkjʊmənts əɡenst ək'septəns/ *noun* 1. an arrangement whereby buyers receive documents for the goods on their acceptance of a bill of exchange 2. a note to a bank to instruct it that documents attached to a draft should be given to the drawee when the draft is accepted

do-it-yourself conveyancing /,du: ɪt jə'self kən'veɪənsɪŋ/ *noun* the drawing up of a legal conveyance by the person selling a property, without the help of a lawyer

dole queue /'dəʊl kjʊ:z/ *noun* a line of people waiting to collect their unemployment money (NOTE: The US term is **dole line**.)

dollar /'dɒlə/ *noun* a unit of currency used in the US and other countries, such

as Australia, Bahamas, Barbados, Bermuda, Brunei, Canada, Fiji, Hong Kong, Jamaica, New Zealand, Singapore and Zimbabwe ○ *The US dollar rose 2%.* ○ *They sent a cheque for fifty Canadian dollars.* ○ *It costs six Australian dollars.* □ **a five dollar bill** a banknote for five dollars

dollar area /'dɒlə ,æɪə/ *noun* an area of the world where the US dollar is the main trading currency

dollar balances /'dɒlə ,bælənsɪz/ *noun* a country's trade balances expressed in US dollars

dollar cost averaging /,dɒlə kɒst 'æv(ə)rɪdʒɪŋ/ *noun* ◇ **pound-cost averaging**

dollar crisis /'dɒlə ,kraɪsɪs/ *noun* a fall in the exchange rate for the US dollar

dollar gap /'dɒlə ɡæp/ *noun* a situation where the supply of US dollars is not enough to satisfy the demand for them from overseas buyers

dollar millionaire /,dɒlə ,mɪljə'neə/ *noun* a person who has more than one million dollars

dollar stocks /'dɒlə stɒkz/ *plural noun* shares in US companies

domestic /də'mestɪk/ *adjective* referring to the home market or the market of the country where the business is situated ○ *Domestic sales have increased over the last six months.*

domestic consumption /də'mestɪk kən'sʌmpʃən/ *noun* use in the home country ○ *Domestic consumption of oil has fallen sharply.*

domestic demand deflator /də'mestɪk dɪ'mænd di:'fleɪtə/ *noun* a figure used to remove inflation from the calculations for domestic demand

domestic interest rates /də'mestɪk 'ɪntrəst reɪts/ *plural noun* interest rates payable in a local currency on deposits placed in that country

domestic market /də'mestɪk 'mɑ:kɪt/ *noun* the market in the country where a company is based ○ *They produce goods for the domestic market.*

domestic production /də'mestɪk prə'dʌkʃən/ *noun* the production of goods for use in the home country

domestic sales /də'mestɪk seɪlz/ *noun* sales in the home country

domicile /'dɒmɪsaɪl/ *noun* the country where someone lives or where a company's office is registered ■ *verb* □ **she is domiciled in Denmark** she lives in Denmark officially □ **bills domiciled in France** bills of exchange which have to be paid in France

dong /dɒŋ/ *noun* a unit of currency used in Vietnam

donor /'dɒnə/ *noun* a person who gives, especially someone who gives money

door-to-door salesman /,dɔ: tə dɔ: 'seɪlzmən/ *noun* a man who goes from one house to the next, asking people to buy something

dormant /'dɔ:mənt/ *adjective* no longer active or no longer operating

dormant account /,dɔ:mənt ə-'kaʊnt/ *noun* 1. a bank account which is no longer used 2. a past customer who is no longer buying ○ *Let's re-establish contact with some of our dormant accounts.* ○ *All the old reports on dormant accounts have been filed away.*

double /'dʌb(ə)l/ *adjective* twice as large or two times the size ○ *Their turnover is double ours.* □ **to be on double time** to earn twice the usual wages for working on Sundays or other holidays □ **in double figures** with two figures, from 10 to 99 ○ *Inflation is in double figures.* ○ *We have had double-figure inflation for some years.* ■ *verb* to become twice as big, or make something twice as big ○ *We have doubled our profits this year or our profits have doubled this year.* ○ *The company's borrowings have doubled.*

double-digit /,dʌb(ə)l 'dɪdʒɪt/ *adjective* more than 10 and less than 100

double-entry bookkeeping /,dʌb(ə)l ,entri 'bʊkki:piŋ/ *noun* a system of bookkeeping where both debit and credit entries are recorded in the accounts at the same time (e.g., when a sale is credited to the sales account the purchaser's debt is debited to the debtors account)

double option /,dʌb(ə)l 'ɒpʃ(ə)n/ *noun* an option to buy or sell at a certain price in the future (a combination of call and put options)

double taxation /,dʌb(ə)l tæk-'seɪʃ(ə)n/ *noun* the act of taxing the same income twice

doubtful /'daʊtf(ə)l/ *adjective* which is not certain

doubtful loan /'daʊtf(ə)l ləʊn/ *noun* a loan which may never be repaid

Dow 30 /,daʊ 'θɜːti/ *noun* same as **Dow Jones Industrial Average**

Dow Jones Average /,daʊ 'dʒəʊnz ,æv(ə)rɪdʒ/ *noun* same as **Dow Jones Industrial Average**

Dow Jones Index /daʊ 'dʒəʊnz ,ɪndeks/ *noun* any of several indices published by the Dow Jones Co., based on prices on the New York Stock Exchange.

COMMENT: The main index is the Dow Jones Industrial Average (see below). Other Dow Jones indexes are the Dow Jones 20 Transportation Average; Dow Jones 15 Utility Average; Dow Jones 65 Composite Average (formed of the Industrial average the Transportation Average and the Utility Average taken together and averaged); also the Dow Jones Global-US Index is a capitalisation weighted index based on June 30, 1982 = 100. A new European-based index is the Dow Jones Euro Stoxx 50 Index, comprising fifty blue-chip companies from various European countries.

Dow Jones Industrial Average /daʊ ,dʒəʊnz ɪn'dʌstriəl ,æv(ə)rɪdʒ/ *noun* an index of share prices on the New York Stock Exchange, based on a group of thirty major corporations ○ *The Dow Jones Average rose ten points.* ○ *General optimism showed in the rise on the Dow Jones Average.* Abbreviation **DJIA**

down /daʊn/ *adverb, preposition* in a lower position or to a lower position ○ *The inflation rate is gradually coming down.* ○ *Shares are slightly down on the day.* ○ *The price of petrol has gone down.* □ **to pay money down** to pay a deposit ○ *They paid £50 down and the rest in monthly instalments.*

downgrade /'daʊngreɪd/ *verb* to reduce the forecast for a share

down market /'daʊn ,mɑːkɪt/ *noun* a stock market which is falling or is at its lowest level

downmarket /daʊn'mɑːkɪt/ *adverb, adjective* cheaper or appealing to a less wealthy section of the population ○ *The company has adopted a downmarket image.* □ **the company has decided to go**

downmarket the company has decided to make products which appeal to a wider section of the public

down payment /,daʊn 'peɪmənt/ *noun* a part of a total payment made in advance ○ *We made a down payment of \$100.*

downside factor /'daʊnsaɪd ,fæktə/, **downside potential** /,daʊnsaɪd pə'tenʃ(ə)l/ *noun* the possibility of making a loss in an investment

downside risk /'daʊnsaɪd rɪsk/ *noun* a risk that an investment will fall in value (NOTE: The opposite is **upside potential**.)

downstream /'daʊnstriːm/ *adjective* referring to the operations of a company at the end of a process (such as selling petrol through garages considered as an operation of a petroleum company). Compare **upstream**

downswing /'daʊnswɪŋ/ *noun* a downward movement of share prices (NOTE: The opposite is **upswing**.)

downtick /'daʊntɪk/ *noun* US a price of stock sold which is lower than the price of the previous sale

down time /'daʊn taɪm/ *noun* 1. the time when a machine is not working or not available because it is broken or being mended 2. time when a worker cannot work because machines have broken down or because components are not available

downtown /'daʊntaʊn/ *adjective, adverb, noun* (in) the central business district of a town ○ *His office is in downtown New York.* ○ *She works in a downtown store.* ○ *They established a business downtown.*

down trend /'daʊn trend/ *noun* a falling trend in prices ○ *The price per chip has been in a long-term down trend.*

downturn /'daʊntɜːn/ *noun* the movement towards lower prices, sales or profits ○ *a downturn in the market price* ○ *The last quarter saw a downturn in the economy.*

dozen /'dʌz(ə)n/ *noun* a twelve ○ *to sell in sets of one dozen* □ **cheaper by the dozen** the product is cheaper if you buy twelve at a time

Dr abbreviation drachma

drachma /'drækmə/ *noun* a former unit of currency in Greece (NOTE: Usually written **Dr** before a figure: **Dr22bn.**)

draft /dra:ft/ *noun* **1.** an order for money to be paid by a bank ○ *We asked for payment by banker's draft.* □ **to make a draft on a bank** to ask a bank to pay money for you **2.** a first rough plan or document which has not been finished ○ *A draft of the contract* or *The draft contract is waiting for the MD's comments.* ○ *He drew up the draft agreement on the back of an envelope.* ■ **verb** to make a first rough plan of a document ○ *to draft a letter* ○ *to draft a contract* ○ *The contract is still being drafted or is still in the drafting stage.*

drafter /'dra:ftə/ *noun* a person who makes a draft ○ *the drafter of the agreement*

drafting /'dra:ftɪŋ/ *noun* an act of preparing the draft of a document ○ *The drafting of the contract took six weeks.*

drain /dreɪn/ *noun* a gradual loss of money flowing away ○ *The costs of the London office are a continual drain on our resources.* ■ **verb** to remove something gradually ○ *The expansion plan has drained all our profits.* ○ *The company's capital resources have drained away.*

draw /drɔ:/ *verb* **1.** to take money away ○ *to draw money out of an account* □ **to draw a salary** to have a salary paid by the company ○ *The chairman does not draw a salary.* **2.** to write a cheque ○ *He paid the invoice with a cheque drawn on an Egyptian bank.* (NOTE: **drawing – drew – has drawn**)

drawback /'draʊbæk/ *noun* **1.** something which is not convenient or which is likely to cause problems ○ *One of the main drawbacks of the scheme is that it will take six years to complete.* **2.** a rebate on customs duty for imported goods when these are then used in producing exports

draw down /drɔ: 'daʊn/ *verb* to draw money which is available under a credit agreement

drawdown /'draʊdaʊn/ *noun* the act of drawing money which is available under a credit agreement

drawee /drɔ:'i:/ *noun* the person or bank asked to make a payment by a drawer

drawer /'drɔ:ə/ *noun* the person who writes a cheque or a bill asking a drawee to pay money to a payee □ **the bank returned the cheque to drawer** the bank would not pay the cheque because the person who wrote it did not have enough money in the account to pay it

drawing account /'drɔ:ɪŋ ə,kaʊnt/ *noun* a current account, or any account from which the customer may take money when he or she wants

drawing rights /'drɔ:ɪŋ raɪts/ *noun* a right of a member country of the IMF to borrow money from the fund in a foreign currency. ♦ **special drawing rights**

draw up /,drɔ: 'ʌp/ *verb* to write a legal document ○ *to draw up a contract* or *an agreement* ○ *to draw up a company's articles of association*

dress up /,dresɪŋ 'ʌp/ *noun* US same as **window dressing**

drift /drɪft/ *noun* gradual movement without any control ■ **verb** to move gradually in a particular direction ○ *Shares drifted lower in a dull market.* ○ *Strikers are drifting back to work.*

drive /draɪv/ *noun* an energetic way of doing things ■ **verb** □ **to drive a company out of business** to force a company into liquidation ○ *The company was almost driven out of business a few years ago.*

driver /'draɪvə/ *noun* something or someone that provides an impetus for something to happen

drop /drɒp/ *noun* a fall ○ *a drop in sales* ○ *Sales show a drop of 10%.* ○ *The drop in prices resulted in no significant increase in sales.* ■ **verb** to fall ○ *Sales have dropped by 10% or have dropped 10%.* ○ *The pound dropped three points against the dollar.*

'...while unemployment dropped by 1.6 per cent in the rural areas, it rose by 1.9 per cent in urban areas during the period under review' [*Business Times* (Lagos)]

'...corporate profits for the first quarter showed a 4 per cent drop from last year's final three months' [*Financial Times*]

'...since last summer American interest rates have dropped by between three and four percentage points' [*Sunday Times*]

droplock bond /ˈdrɒplɒk bɒnd/ *noun* a floating rate bond which will convert to a fixed rate of interest if interest rates fall to a certain point. ♦

debt-convertible bond

drop ship /ˈdrɒp ˈʃɪp/ *verb* to deliver a large order direct to a customer

drop shipment /ˈdrɒp ˈʃɪpmənt/ *noun* the delivery of a large order from the manufacturer direct to a customer's shop or warehouse without going through an agent or wholesaler

dry goods /draɪ ˈɡʊdz/ *plural noun* cloth, clothes and household goods

DTI *abbreviation* Department of Trade and Industry

dual /ˈdju:əl/ *adjective* referring to two things at the same time

dual control /ˈdju:əl kənˈtrəʊl/ *noun* a system where two people have to sign a cheque, or validate a transaction, or have keys to a safe, etc.

dual currency bond /ˈdju:əl ˈkʌrənsi bɒnd/ *noun* a bond which is paid for in one currency but which is repayable in another on redemption

dual listing /ˈdju:əl ˈlɪstɪŋ/ *noun* the listing of a share on two stock exchanges

dual pricing /ˈdju:əl ˈpraɪsɪŋ/ *noun* the fact of giving different prices to the same product depending on the market in which it is sold

duck /dʌk/ ♦ **lame duck**

dud /dʌd/ *noun, adjective* referring to a coin or banknote which is false or not good, or something which does not do what it is supposed to do (*informal*) ○ *The £50 note was a dud.*

dud cheque /ˈdʌd ˈtʃek/ *noun* a cheque which cannot be cashed because the person writing it has not enough money in the account to pay it

due /dju:/ *adjective* **1.** owed ○ *a sum due from a debtor* □ **to fall or become due** to be ready for payment □ **bill due on May 1st** a bill which has to be paid on May 1st □ **balance due to us** the amount owed to us which should be paid **2.** correct and appropriate in the situation □ **in due form** written in the correct legal form ○ *a receipt in due form* ○ *a contract drawn up in due form* □ **after due consideration of the problem** after thinking seriously about the problem

'...many expect the US economic indicators for April, due out this Thursday, to show faster economic growth' [*Australian Financial Review*]

due diligence /dju: ˈdiːlɪdʒəns/ *noun* **1.** an examination of the accounts of a company before it is taken over to see if there are any problems which have not been disclosed **2.** the duty of an official such as a bank manager not to act in an irresponsible way

dues /dju:z/ *plural noun* orders taken but not supplied until new stock arrives □ **to release dues** to send off orders which had been piling up while a product was out of stock ○ *We have recorded thousands of dues for that item and our supplier cannot supply it.*

dull /dʌl/ *adjective* not exciting, not full of life

dull market /dʌl ˈmɑːkɪt/ *noun* a market where little business is done

dullness /ˈdʌlnəs/ *noun* the fact of being dull ○ *the dullness of the market*

dump /dʌmp/ *verb* □ **to dump goods on a market** to get rid of large quantities of excess goods cheaply in an overseas market

'...a serious threat lies in the 400,000 tonnes of subsidized beef in European cold stores. If dumped, this meat will have disastrous effects in Pacific Basin markets' [*Australian Financial Review*]

dumping /ˈdʌmpɪŋ/ *noun* the act of getting rid of excess goods cheaply in an overseas market ○ *The government has passed anti-dumping legislation.* ○ *Dumping of goods on the European market is banned.* □ **panic dumping of sterling** a rush to sell sterling at any price because of possible devaluation

Dun & Bradstreet /ˈdʌn ən ˈbrædstriːt/ *noun* an organisation which produces reports on the financial rating of companies, and also acts as a debt collection agency. Abbreviation **D&B**

duplicate *noun* /ˈdju:pɪkət/ a copy ○ *He sent me the duplicate of the contract.* □ **in duplicate** with a copy ○ *to print an invoice in duplicate* □ **receipt in duplicate** two copies of a receipt ■ *verb* /ˈdju:pɪkeɪt/ □ **to duplicate with another** (of a bookkeeping entry) to repeat another entry or to be the same as another entry

duplication /,dju:plɪ'keɪʃ(ə)n/ *noun*
the act of doing something that is already being done in the same way by somebody else, copying □ **duplication of work** the fact of doing the same work twice unnecessarily

Dutch /dʌtʃ/ *adjective* referring to the Netherlands

Dutch auction /,dʌtʃ 'ɔ:kʃən/ *noun*
an auction where the auctioneer offers an item for sale at a high price and then gradually reduces the price until someone makes a bid

dutiable goods /,dju:tiəb(ə)l 'gʊdz/ *plural noun* goods on which a customs duty has to be paid

duty /'dju:ti/ *noun* **1.** a tax which has to be paid ○ *Traders are asking the government to take the duty off alcohol or to put a duty on cigarettes.* □ **goods which are liable to duty** goods on which cus-

toms or excise tax has to be paid **2.** work which has to be done

'Canadian and European negotiators agreed to a deal under which Canada could lower its import duties on \$150 million worth of European goods' [*Globe and Mail (Toronto)*]

'...the Department of Customs and Excise collected a total of N79m under the new advance duty payment scheme' [*Business Times (Lagos)*]

duty-free /,dju:ti 'fri:/ *adjective, adverb* sold with no duty to be paid ○ *He bought a duty-free watch at the airport.* ○ *He bought the watch duty-free.*

duty-free shop /,dju:ti 'fri: ʃɒp/ *noun* a shop at an airport or on a ship where goods can be bought without paying duty

duty of care /,dju:ti əv 'keə/ *noun* a duty which every person has not to act in a negligent way

duty-paid goods /,dju:ti 'peɪd gʊdz/ *plural noun* goods where the duty has been paid

E

e. & o.e. *abbreviation* errors and omissions excepted

early /'ɜ:li/ *adjective, adverb* before the usual time ○ *The mail arrived early.*
□ **to take early retirement** to retire from work before the usual age ■ *adjective* at the beginning of a period of time ○ *He took an early flight to Paris.*

early closing day /,ɜ:li 'kləʊzɪŋ deɪ/ *noun* a weekday, usually Wednesday or Thursday, when some shops close in the afternoon

early withdrawal /,ɜ:li wɪð'drəʊəl/ *noun* the act of withdrawing money from a deposit account before the due date ○ *Early withdrawal usually incurs a penalty.*

early withdrawal penalty /,ɜ:li wɪð'drəʊəl 'penəlti/ *noun* a penalty which a depositor pays for withdrawing money early from an account

earmark /'iəmə:k/ *verb* **1.** to reserve for a special purpose ○ *to earmark funds for a project* ○ *The grant is earmarked for computer systems development.* **2.** to link a tax to a particular service, such as earmarking road taxes for the upkeep of roads

earn /ɜ:ɪn/ *verb* **1.** to be paid money for working ○ *to earn £100 a week* ○ *Our agent in Paris certainly does not earn his commission.* ○ *Her new job is more of a transfer than a promotion, since she doesn't earn any more.* ○ *How much do you earn in your new job?* **2.** to produce interest or dividends ○ *a building society account which earns interest at 10%* ○ *What level of dividend do these shares earn?*

earned income /ɜ:ɪnd 'ɪŋkʌm/ *noun* income from wages, salaries, pensions, fees, rental income, etc. (as opposed to 'unearned' income from investments)

earner /'ɜ:nə/ *noun* a person who earns money □ **a nice little earner** a business that produces a good income

earnest /'ɜ:nɪst/ *noun* money paid as an initial payment by a buyer to a seller, to show commitment to the contract of sale

earning capacity /'ɜ:nɪŋ kə,pæsɪti/ *noun* the amount of money someone should be able to earn

earning potential /'ɜ:nɪŋ pə'tenʃəl/ *noun* **1.** the amount of money which someone should be able to earn **2.** the amount of dividend which a share is capable of earning

earning power /'ɜ:nɪŋ ,paʊə/ *noun* the amount of money someone should be able to earn ○ *She is such a fine designer that her earning power is very large.*

earnings /'ɜ:nɪŋz/ *plural noun* **1.** salary, wages, dividends or interest received ○ *High earnings in top management reflect the heavy responsibilities involved.* ○ *The calculation is based on average earnings over three years.* □ **compensation for loss of earnings** payment to someone who has stopped earning money or who is not able to earn money **2.** money which is earned in interest or dividend **3.** the profit made by a company

'...the US now accounts for more than half of our world-wide sales. It has made a huge contribution to our earnings turnaround' [*Duns Business Month*]

'...last fiscal year the chain reported a 116% jump in earnings, to \$6.4 million or \$1.10 a share' [*Barrons*]

earnings before interest, taxes, depreciation and amortisation /,ɜ:nɪŋz bɪ,fə: 'ɪntrəst ,tæksɪz dɪ ,prɪ:ʃeɪf(ə)n ənd ə,məʊtaɪ'zeɪf(ə)n/ *plural noun* revenue received by a com-

pany in its usual business before various deductions are made. Abbreviation **EBITDA**

earnings cap /'ɜ:nɪŋz kæp/ *noun* the upper limit on the amount of salary that can be taken into account when calculating pensions

earnings credit /'ɜ:nɪŋz ˌkredit/ *noun* an allowance which reduces bank charges on checking accounts

earnings drift /'ɜ:nɪŋz drift/ *noun* a situation where an increase in pay is greater than that of officially negotiated rates ○ *The earnings drift is caused by a sudden increased demand for a certain class of employee.* Also called **salary drift**, **wage drift**

earnings growth /'ɜ:nɪŋz grəʊθ/ *noun* an increase in profit per share

earnings number /'ɜ:nɪŋz ˌnʌmbə/ *noun* profits expressed as a percentage

earnings performance /'ɜ:nɪŋz pəʃə:məns/ *noun* a way in which shares earn dividends

earnings per share /'ɜ:nɪŋz pə ˈʃeə/ *plural noun* the money earned in dividends per share, shown as a percentage of the market price of one share. Abbreviation **EPS**

earnings projection /'ɜ:nɪŋz prəˌdʒekʃən/ *noun* a forecast of earnings per share

earnings-related contributions /'ɜ:nɪŋz rɪˌleɪtɪd ˌkɒntrɪˈbjʊ:ʃ(ə)n/ *plural noun* contributions to social security which rise as the worker's earnings rise

earnings-related pension /'ɜ:nɪŋz rɪˌleɪtɪd ˈpenʃən/ *noun* a pension which is linked to the size of a person's salary

earnings season /'ɜ:nɪŋz ˌsi:z(ə)n/ *noun* the time of year when major companies declare their results for the previous period ○ *the quarterly ritual known as earnings season*

earnings yield /'ɜ:nɪŋz ˌji:lɪd/ *noun* the money earned in dividends per share as a percentage of the current market price of the share

EASDAQ *noun* an independent European stock market, based in Brussels and London, trading in companies with European-wide interests

ease /i:z/ *verb* to fall a little ○ *The share index eased slightly today.* ■ *noun* a slight fall in prices

East Caribbean dollar /ɪst ˌkæərɪbiən ˈdɒlə/ *noun* a unit of currency used in Antigua, Dominica, Grenada, Montserrat, St Lucia and St Vincent

easy /i:zi/ *adjective* **1.** not difficult **2.** referring to a market where few people are buying, so prices are lower than they were before ○ *The Stock Exchange was easy yesterday.* □ **share prices are easier** prices have fallen slightly

easy money /i:zi ˈmʌni/ *noun* **1.** money which can be earned with no difficulty **2.** a loan available on easy repayment terms

easy money policy /i:zi ˈmʌni ˌpɒlɪsi/ *noun* a government policy of expanding the economy by making money more easily available (through lower interest rates and easy access to credit)

easy terms /i:zi ˈtɜ:mz/ *plural noun* financial terms which are not difficult to accept ○ *The shop is let on very easy terms.*

EBA *abbreviation* Euro Banking Association

EBITDA *abbreviation* earnings before interest, taxes, depreciation and amortization

EBRD *abbreviation* European Bank for Reconstruction and Development

e-business /i: ˌbɪznɪs/ *noun* a general term that refers to any type of business activity on the Internet, including marketing, branding and research ○ *E-business is a rising part of the economy.*

‘...the enormous potential of e-business is that it can automate the link between suppliers and customers’ [*Investors Chronicle*]

EC *abbreviation* European Community (NOTE: now called the **European Union**)

e-cash /i: kæʃ/ *noun* same as **digital cash**

ECB *abbreviation* European Central Bank

ECGD *abbreviation* Export Credit Guarantee Department

e-cheque /i: tʃek/, **echeque** *noun* same as **electronic cheque**

e-commerce /i:ˈkɒmɜːs/ *noun* a general term that is normally used to refer to the process of buying and selling goods over the Internet

‘...the problem is that if e-commerce takes just a 3 per cent slice of the market that would be enough to reduce margins to ribbons’ [*Investors Chronicle*]

‘...the new economy requires new company structures. He believes that other blue-chip organizations are going to find that new set-ups would be needed to attract and retain the best talent for e-commerce’ [*Times*]

econometrics /iˌkɒnəˈmetrɪks/ *plural noun* the study of the statistics of economics, using computers to analyse these statistics and make forecasts using mathematical models

economic /iˌkəˈnɒmɪk/ *adjective* **1.** which provides enough money to make a profit ○ *The flat is let at an economic rent.* ○ *It is hardly economic for the company to run its own warehouse.* **2.** referring to the financial state of a country ○ *economic planning* ○ *economic trends* ○ *Economic planners are expecting a consumer-led boom.* ○ *The government's economic policy is in ruins after the devaluation.* ○ *The economic situation is getting worse.* ○ *The country's economic system needs more regulation.*

‘...each of the major issues on the agenda at this week's meeting is important to the government's success in overall economic management’ [*Australian Financial Review*]

economical /iˌkəˈnɒmɪk(ə)/ *adjective* which saves money or materials or which is cheap ○ *This car is very economical.* □ **economical car** a car which does not use much petrol □ **an economical use of resources** the fact of using resources as carefully as possible

economic crisis /iˌkəˈnɒmɪkˈkraɪsɪs/, **economic depression** /iˌkəˈnɒmɪk dɪˈpreʃ(ə)n/ *noun* a situation where a country is in financial collapse ○ *The government has introduced import controls to solve the current economic crisis.*

economic cycle /iˌkəˈnɒmɪkˈsaɪk(ə)/ *noun* a period during which trade expands, then slows down and then expands again

economic development /iˌkəˈnɒmɪk dɪˈveləpmənt/ *noun* the expansion of the commercial and financial situation ○ *The government has of-*

ferred tax incentives to speed up the economic development of the region. ○ *Economic development has been relatively slow in the north, compared with the rest of the country.*

economic environment /iˌkəˈnɒmɪk ɪnˈvaɪrənmənt/ *noun* the general situation in the economy

economic forecaster /iˌkəˈnɒmɪkˈfɔːkɑːstə/ *noun* a person who says how he thinks a country's economy will perform in the future

economic growth /iˌkəˈnɒmɪkˈgrəʊθ/ *noun* the rate at which a country's national income grows

economic indicator /iˌkəˈnɒmɪkˈɪndɪkətəz/ *noun* various statistics, e.g. for the unemployment rate or overseas trade, which show how the economy is going to perform in the short or long term

economic model /iˌkəˈnɒmɪkˈmɒd(ə)/ *noun* a computerised plan of a country's economic system, used for forecasting economic trends

economic planning /iˌkəˈnɒmɪkˈplænɪŋ/ *noun* the process of planning the future financial state of the country for the government

economics /iˌkəˈnɒmɪks/ *noun* the study of the production, distribution, selling and use of goods and services ■ *plural noun* the study of financial structures to show how a product or service is costed and what returns it produces ○ *I do not understand the economics of the coal industry.* (NOTE: takes a singular verb)

‘...believers in free-market economics often find it hard to sort out their views on the issue’ [*Economist*]

economic sanctions /iˌkəˈnɒmɪkˈsæŋks(ə)nz/ *plural noun* restrictions on trade with a country in order to influence its political situation or in order to make its government change its policy ○ *to impose economic sanctions on a country*

economic slowdown /iˌkəˈnɒmɪkˈsləʊdaʊn/ *noun* a general reduction in a country's economic activity

economic stagnation /iˌkəˈnɒmɪkˈstæɡˈneɪʃ(ə)n/ *noun* a lack of expansion in the economy

economic value added /iˌkəˈnɒmɪkˈvæljuːˈædɪd/ *noun* the

difference between a company's profit and the cost of its capital. A company does not have simply to make a profit from its business – it has to make enough profit to cover the cost of its capital, including equity invested by shareholders. Abbreviation **EVA**

economies of scale /i'kɒnəmiz əv 'skeɪl/ *plural noun* a situation in which a product is made more profitable by manufacturing it in larger quantities so that each unit costs less to make. Compare **diseconomies of scale**

economist /i'kɒnəmɪst/ *noun* a person who specialises in the study of economics ○ *Government economists are forecasting a growth rate of 3% next year.* ○ *An agricultural economist studies the economics of the agriculture industry.*

economy /i'kɒnəmi/ *noun* **1.** an action which is intended to stop money or materials from being wasted, or the quality of being careful not to waste money or materials □ **to introduce economies or economy measures into the system** to start using methods to save money or materials **2.** the financial state of a country, or the way in which a country makes and uses its money ○ *The country's economy is in ruins.*

'...the European economies are being held back by rigid labor markets and wage structures, huge expenditures on social welfare programs and restrictions on the free movement of goods' [*Duns Business Month*]

economy car /i'kɒnəmi kɑː/ *noun* a car which does not use much petrol

economy class /i'kɒnəmi klɑːs/ *noun* a lower-quality, less expensive way of travelling ○ *I travel economy class because it is cheaper.* ○ *I always travels first class because tourist class is too uncomfortable.*

economy drive /i'kɒnəmi draɪv/ *noun* a vigorous effort to save money or materials

economy measure /i'kɒnəmi ,meʒə/ *noun* an action to save money or materials

economy size /i'kɒnəmi saɪz/ *noun* a large size or large packet which is cheaper than normal

ECP *abbreviation* European Commercial Paper

ecu, ECU *abbreviation* European Currency Unit

EDI *abbreviation* electronic data interchange

editorial board /edɪ'tɔːriəl bɔːd/ *noun* a group of editors on a newspaper or other publication

EDP *abbreviation* electronic data processing

Education IRA /,edʒu'keɪʃ(ə)n ,aɪrə/ *noun* **US** an account in which people can contribute up to \$500 annually for the education of a child or a grandchild under the age of 18. These contributions are not tax-deductible but can grow tax-free. There is no tax on withdrawals as long as the child uses them (by the time he or she is 30) to pay for higher education. Full form **Education Individual Retirement Account**

EEA *abbreviation* European Economic Area

EEC *abbreviation* European Economic Community (NOTE: now called the **European Union (EU)**)

effect /ɪ'fekt/ *noun* **1.** a result ○ *The effect of the pay increase was to raise productivity levels.* **2.** operation □ **terms of a contract which take effect or come into effect from January 1st** terms which start to operate on January 1st □ **prices are increased 10% with effect from January 1st** new prices will apply from January 1st □ **to remain in effect** to continue to be applied **3.** meaning □ **a clause to the effect that** a clause which means that □ **we have made provision to this effect** we have put into the contract terms which will make this work ■ *verb* to carry out □ **to effect a payment** to make a payment □ **to effect customs clearance** to clear something through customs □ **to effect a settlement between two parties** to bring two parties together and make them agree to a settlement

effective /ɪ'fektɪv/ *adjective* **1.** actual, as opposed to theoretical **2.** □ **a clause effective as from January 1st** a clause which starts to be applied on January 1st

effective control /ɪ'fektɪv kən-'trəʊl/ *noun* a situation where someone owns a large number of shares in a company, but less than 50%, and so in effect controls the company because no other

single shareholder can outvote him or her

effective date /ɪ'fektɪv deɪt/ *noun* the date on which a rule or contract starts to be applied, or on which a transaction takes place

effective demand /ɪ'fektɪv dɪ-'mɑːnd/ *noun* the actual demand for a product which can be paid for

effective exchange rate /ɪ'fektɪv ɪks'tʃeɪndʒ reɪt/ *noun* a rate of exchange for a currency calculated against a basket of currencies

effectiveness /ɪ'fektɪvnəs/ *noun* the quality of working successfully or producing results ○ *I doubt the effectiveness of television advertising.* ○ *His effectiveness as a manager was due to his quick grasp of detail.* ♦

cost-effectiveness

effective price /ɪ'fektɪv 'praɪs/ *noun* a share price which has been adjusted to allow for a rights issue

effective rate /ɪ'fektɪv 'reɪt/ *noun* a real interest rate on a loan or deposit (i.e. the APR)

effective yield /ɪ'fektɪv 'jiːld/ *noun* an actual yield shown as a percentage of the price paid after adjustments have been made

effectual /ɪ'fektɪʃuəl/ *adjective* which produces a correct result

efficiency /ɪ'fɪʃ(ə)nsi/ *noun* the ability to work well or to produce the right result or the right work quickly ○ *a business efficiency exhibition* ○ *The bus system is run with a high degree of efficiency.* ○ *We called in an efficiency expert to report on ways of increasing profitability.*

*...increased control means improved efficiency in purchasing, shipping, sales and delivery' [*Duns Business Month*]

efficient /ɪ'fɪʃ(ə)nt/ *adjective* able to work well or to produce the right result quickly ○ *the efficient working of a system* ○ *An efficient assistant is invaluable.* ○ *An efficient new machine would save time.*

efficiently /ɪ'fɪʃ(ə)ntli/ *adverb* in an efficient way ○ *She organised the sales conference very efficiently.*

efficient-market theory /ɪ'fɪʃ(ə)nt 'mɑːkɪt θə'ri/ *noun* a theory that the prices operating in a certain market re-

flect all known information about the market and therefore make it impossible for abnormal profits to be made ○ *the efficient working of a system* ○ *he needs an efficient secretary to look after him*

efflux /'eflʌks/ *noun* flowing out ○ *the efflux of capital to North America*

EFT *abbreviation* electronic funds transfer

EFTA *abbreviation* European Free Trade Association

EFTPOS *abbreviation* electronic funds transfer at a point of sale

EGM *abbreviation* extraordinary general meeting

EIB *abbreviation* European Investment Bank

IRIS *abbreviation* ethical investment research service

EIS *abbreviation* Enterprise Investment Scheme

elastic /ɪ'læstɪk/ *adjective* which can expand or contract easily because of small changes in price

elasticity /ɪ'læ'stɪsɪti/ *noun* the ability to change easily in response to a change in circumstances □ **elasticity of supply and demand** changes in supply and demand of an item depending on its market price

elect /ɪ'lekt/ *verb* to choose someone by a vote ○ *to elect the officers of an association* ○ *She was elected president of the staff club.*

-elect /ɪlekt/ *suffix* referring to a person who has been elected but has not yet started the term of office

election /ɪ'lekʃən/ *noun* the act of electing someone ○ *the election of officers of an association* ○ *the election of directors by the shareholders*

electric utility stocks /ɪ'lektrɪk juː'tɪlɪtɪ stɒks/ *plural noun* shares in electricity companies

electronic /ɪ'elek'trɒnɪk/ *adjective* referring to computers and electronics

electronic banking /ɪ'elektrɒnɪk 'bæŋkɪŋ/ *noun* the use of computers to carry out banking transactions, such as withdrawals through cash dispensers or transfer of funds at point of sale

electronic business /ɪ'elektrɒnɪk 'bɪznɪs/ *noun* same as **e-business**

electronic cash /,elektrɒnɪk 'kæʃ/ *noun* same as **digital cash**

electronic cheque /,elektrɒnɪk 'tʃek/ *noun* an electronic cheque, which a person writes and sends via a computer and the Internet

electronic commerce /,elektrɒnɪk 'kɒmɜːs/ *noun* same as **e-commerce**

electronic data interchange /,elektrɒnɪk 'deɪtə ɪntəʃeɪndʒ/ *noun* a standard format used when business documents such as invoices and purchase orders are exchanged over electronic networks such as the Internet. Abbreviation **EDI**

electronic funds transfer /,elektrɒnɪk 'fʌndz ˌtrænsfɜː/ *noun* a system for transferring money from one account to another electronically (as when using a smart card). Abbreviation **EFT**

electronic mail /,elektrɒnɪk 'meɪl/ *noun* same as **email** 1

electronic purse /,elektrɒnɪk 'pɜːs/ *noun* same as **digital wallet**

electronics /,elekt'rɒnɪks/ *plural noun* the scientific study of systems worked by a flow of electrons which are used in manufactured products, such as computers, calculators or telephones ○ *the electronics industry* ○ *an electronics specialist or expert* ○ *an electronics engineer* (NOTE: takes a singular verb)

element /'elɪmənt/ *noun* a basic part or the smallest unit into which something can be divided ○ *the elements of a settlement* ○ *Work study resulted in a standard time for each job element.*

eligibility /,elɪdʒɪ'bɪlɪti/ *noun* the fact of being eligible ○ *The chairman questioned her eligibility to stand for re-election.*

eligibility date /,elɪdʒɪ'bɪlɪti deɪt/ *noun* the date at which someone becomes eligible for benefits

eligible /'elɪdʒɪb(ə)l/ *adjective* which can be chosen ○ *She is eligible for re-election.*

eligible liabilities /,elɪdʒɪb(ə)l ˌlaɪə-'bɪlɪtɪz/ *plural noun* liabilities which go into the calculation of a bank's reserves

eliminate /ɪ'lɪmɪneɪt/ *verb* to remove ○ *to eliminate defects in the system* ○ *Using a computer should eliminate all possibility of error.* ○ *We have decided*

to eliminate this series of old products from our range. ○ *Most of the candidates were eliminated after the first batch of tests.*

elite /'liːt/ *noun* a group of the best people

elite stock /,liːt 'stɒk/ *noun* a top-quality share

email /'iːmeɪl/, **e-mail** *noun* 1. a system of sending messages from one computer terminal to another, using a modem and telephone lines ○ *You can contact me by phone or email if you want.* 2. a message sent electronically ○ *I had six emails from him today.* ■ *verb* to send a message from one computer to another, using a modem and telephone lines ○ *She emailed her order to the warehouse.* ○ *I emailed him about the meeting.*

embargo /ɪm'bʌːɡəʊ/ *noun* a government order which stops a type of trade, such as exports to or other commercial activity with another country □ **to lay or put an embargo on trade with a country** to say that trade with a country must not take place ○ *The government has put an embargo on the export of computer equipment.* □ **to lift an embargo** to allow trade to start again ○ *The government has lifted the embargo on the export of computers.* □ **to be under an embargo** to be forbidden ■ *verb* to stop trade, or not to allow something to be traded ○ *The government has embargoed trade with the Eastern countries.*

'...the Commerce Department is planning to loosen export controls for products that have been embargoed but are readily available elsewhere in the West' [Duns Business Month]

embezzle /ɪm'beɪz(ə)l/ *verb* to use illegally money which is not yours, or which you are looking after for someone ○ *He was sent to prison for six months for embezzling his clients' money.*

embezzlement /ɪm'beɪz(ə)lmənt/ *noun* the act of embezzling ○ *He was sent to prison for six months for embezzlement.*

embezzler /ɪm'beɪz(ə)l/ *noun* a person who embezzles

emergency /ɪ'mɜːdʒənsi/ *noun* a dangerous situation where decisions have to be taken quickly

emergency credit /ɪ'mɜːdʒənsi 'kredɪt/ *noun* credit given by the Fed-

eral Reserve to an organisation which has no other means of borrowing

emerging /i'mɜːdʒɪŋ/ *adjective* which is beginning to appear and grow

emerging country /i'mɜːdʒɪŋ 'kʌntri/ *noun* a country which is developing rapidly

emerging growth fund /i'mɜːdʒɪŋ 'grəʊθ fʌnd/ *noun* growth fund that invests in emerging markets

emerging market /i'mɜːdʒɪŋ 'mɑːkɪt/ *noun* a new market, as in South-East Asia or Eastern Europe, which is developing fast and is seen as potentially profitable to fund managers

emoluments /i'mɒljʊmənts/ *plural noun* pay, salary or fees, or the earnings of directors who are not employees (NOTE: US English uses the singular **emolument**.)

e-money /'iː 'mʌni/ *noun* same as **digital money**

COMMENT: This normally refers to either credit card payments or virtual tokens or a virtual credit card or a micropayment.

employ /ɪm'plɔɪ/ *verb* to give someone regular paid work □ **to employ twenty staff** to have twenty people working for you □ **to employ twenty new staff** to give work to twenty new people

'70 per cent of Australia's labour force was employed in service activity' [*Australian Financial Review*]

employed /ɪm'plɔɪd/ *adjective* 1. in regular paid work □ **he is not gainfully employed** he has no regular paid work 2. referring to money used profitably ■ *plural noun* people who are working ○ *the employers and the employed* □ **the self-employed** people who work for themselves

employee /ɪm'plɔɪi/ *noun* a person employed by another ○ *Employees of the firm are eligible to join a profit-sharing scheme.* ○ *Relations between management and employees are good.* ○ *The company has decided to take on new employees.*

'...companies introducing robotics think it important to involve individual employees in planning their introduction' [*Economist*]

employee buyout /ɪm'plɔɪi 'baɪaʊt/ *noun* a purchase of a company by its employees

employee share ownership plan /ɪm'plɔɪi 'ʃeə ,əʊnəʃɪp plæn/, **employee share ownership programme** /ɪm'plɔɪi 'ʃeə ,əʊnəʃɪp ,prəʊgræm/, **employee share scheme** /ɪm'plɔɪi 'ʃeə skiːm/ *noun* a plan which allows employees to obtain shares in the company for which they work (though tax may be payable if the shares are sold to employees at a price which is lower than the current market price). Abbreviation **ESOP**

employer /ɪm'plɔɪə/ *noun* a person or company that has regular workers and pays them

employer's contribution /ɪm'plɔɪəz ,kɒntrɪ'bjuːʃ(ə)n/ *noun* money paid by an employer towards an employee's pension

employers' liability insurance /ɪm'plɔɪəz ,laɪə'bɪlɪti ɪn'ʃʊərəns/ *noun* insurance to cover accidents which may happen at work, and for which the company may be responsible

employment /ɪm'plɔɪmənt/ *noun* regular paid work □ **to be without employment** to have no work □ **to find someone alternative employment** to find another job for someone

'...the blue-collar unions are the people who stand to lose most in terms of employment growth' [*Sydney Morning Herald*]

employment agency /ɪm'plɔɪmənt ,eɪdʒənsi/ *noun* an office which finds jobs for staff

employment office /ɪm'plɔɪmənt ,ɒfɪs/ *noun* an office which finds jobs for people

employment tribunal /ɪm'plɔɪmənt traɪ'bjuːnəl/ *noun* a government body responsible for dealing with disputes between employees and employers

empower /ɪm'paʊə/ *verb* to give someone the power to do something ○ *She was empowered by the company to sign the contract.* ○ *Her new position empowers her to hire and fire at will.*

EMS *abbreviation* European Monetary System

EMU *abbreviation* Economic Monetary Union

encash /ɪn'kæʃ/ *verb* to cash a cheque, to exchange a cheque for cash

encashable /ɪn'kæʃəb(ə)/ *adjective* which can be cashed

encashment /ɪn'kæʃmənt/ *noun* an act of exchanging for cash

encryption /ɪn'krɪptʃən/ *noun* a conversion of plain text to a secure coded form by means of a cipher system

encumbrance /ɪn'kʌmbərəns/ *noun* a liability, such as a mortgage or charge, which is attached usually to a property or land

end /end/ *noun* the final point or last part ○ *at the end of the contract period* □ *at the end of six months* after six months have passed ■ *verb* to finish ○ *The distribution agreement ends in July.* ○ *The chairman ended the discussion by getting up and walking out of the room.*

endorse /ɪn'dɔːs/ *verb* to say that a product is good □ *to endorse a bill or a cheque* to sign a bill or cheque on the back to show that you accept it

COMMENT: By endorsing a cheque (i.e. signing it on the back), a person whose name is on the front of the cheque is passing ownership of it to another party, such as the bank, which can then accept it and pay him cash for it. If a cheque is deposited in an account, it does not need to be endorsed. Cheques can also be endorsed to another person: a cheque made payable to Mr A. Smith can be endorsed by Mr Smith on the back, with the words: 'Pay to Brown Ltd', and then his signature. This has the effect of making the cheque payable to Brown Ltd, and to no one else. Most cheques are now printed as crossed cheques with the words 'A/C Payee' printed in the space between the two vertical lines. These cheques can only be paid to the person whose name is written on the cheque and cannot be endorsed.

endorsee /ɪndɔː'siː/ *noun* a person whose name is written on a bill or cheque as having the right to cash it

endorsement /ɪn'dɔːsmənt/ *noun* 1. the act of endorsing 2. a signature on a document which endorses it 3. a note on an insurance policy which adds conditions to the policy

endorser /ɪn'dɔːsə/ *noun* a person who endorses a bill or cheque which is then paid to him or her

endowment /ɪn'daʊmənt/ *noun* the act of giving money to provide a regular income

endowment assurance /ɪn'daʊmənt əˌʃʊərəns/, **endowment insurance** /ɪn'daʊmənt ɪnˌʃʊərəns/ *noun* an insurance policy where a sum of money is paid to the insured person on a certain date or to his heirs if he dies before that date

endowment mortgage /ɪn'daʊmənt ˌmɔːɡɪdʒ/ *noun* a mortgage backed by an endowment policy

COMMENT: The borrower pays interest on the mortgage in the usual way, but does not repay the capital. Instead, he or she takes out an endowment assurance (a life insurance) policy, which is intended to cover the total capital sum borrowed. When the assurance matures, the capital is in theory paid off, though this depends on the performance of the investments made by the company providing the endowment assurance and the actual yield of the policy may be less or more than the sum required. A mortgage where the borrower repays both interest and capital is called a 'repayment mortgage'.

endowment policy /ɪn'daʊmənt ˌpɒlɪsi/ *noun* same as **endowment assurance**

end product /end 'prɒdʌkt/ *noun* a manufactured product resulting from a production process

end user /end 'juːzə/ *noun* a person who actually uses a product

energy /'enədʒi/ *noun* power produced from electricity, petrol or a similar source ○ *We try to save energy by switching off the lights when the rooms are empty.* ○ *If you reduce the room temperature to eighteen degrees, you will save energy.*

energy shares /'enədʒi ʃeəz/ *plural noun* shares in companies which provide energy

enforce /ɪn'fɔːs/ *verb* to make sure something is done or that a rule is obeyed ○ *to enforce the terms of a contract*

enforcement /ɪn'fɔːsmənt/ *noun* the act of making sure that something is obeyed ○ *enforcement of the terms of a contract*

engage /ɪn'geɪdʒ/ *verb* 1. to arrange to employ workers or advisors ○ *If we increase production we will need to engage more machinists.* ○ *He was engaged as a temporary replacement for*

the marketing manager who was ill. ○ *The company has engaged twenty new sales representatives.* □ **to engage someone to do something** to make someone do something legally ○ *The contract engages us to a minimum annual purchase.* **2.** □ **to be engaged in** to be busy with ○ *He is engaged in work on computers.* ○ *The company is engaged in trade with Africa.*

engagement /ɪn'geɪdʒmənt/ *noun* an agreement to do something □ **to break an engagement to do something** not to do what you have legally agreed ○ *Our agents broke their engagement not to sell our rivals' products.*

entail /ɪn'teɪl/ *noun* a legal condition which passes ownership of a property only to certain persons ■ *verb* to involve ○ *Itemising the sales figures will entail about ten days' work.*

enter /'entə/ *verb* to write ○ *to enter a name on a list* ○ *The clerk entered the interest in my bank book.* ○ *She entered a competition for a holiday in Greece.* ○ *They entered the sum in the ledger.* □ **to enter a bid for something** to offer (usually in writing) to buy something □ **to enter a caveat** to warn legally that you have an interest in a case, and that no steps can be taken without your permission

entering /'entəriŋ/ *noun* the act of writing items in a record

enter into /,entər 'ɪntuː/ *verb* to begin ○ *to enter into relations with someone* ○ *to enter into negotiations with a foreign government* ○ *to enter into a partnership with a friend* ○ *The company does not want to enter into any long-term agreement.*

enterprise /'entəpraɪz/ *noun* **1.** a system of carrying on a business **2.** a business

Enterprise Investment Scheme /,entəpraɪz ɪn'vestmənt skɪm/ *noun* a scheme which provides income and CGT relief for people prepared to risk investing in a single unquoted or AIM-listed trading company. Abbreviation **EIS**

enterprise zone /'entəpraɪz zəʊn/ *noun* an area of the country where businesses are encouraged to develop by offering special conditions such as easy

planning permission for buildings or a reduction in the business rate

entertain /,entə'teɪn/ *verb* to offer such things as meals, hotel accommodation and theatre tickets for the comfort and enjoyment of business visitors

entertainment /,entə'teɪnmənt/ *noun* the practice of offering meals or other recreation to business visitors

entertainment allowance /,entə'teɪnmənt ə,lauəns/ *noun* money which managers are allowed by their company to spend on meals with visitors

entertainment expenses /,entə'teɪnmənt ɪk'spensɪz/ *plural noun* money spent on giving meals to business visitors

entitle /ɪn'taɪt(ə)/ *verb* to give the right to someone to have something ○ *After one year's service the employee is entitled to four weeks' holiday.* □ **he is entitled to a discount** he has the right to be given a discount

entitlement /ɪn'taɪt(ə)lmənt/ *noun* a person's right to something

entitlement issue /ɪn'taɪt(ə)lmənt ,ɪʃuː/ *noun* a rights issue

entrepot port /'ɒntərəpəʊ pɔːt/ *noun* a town with a large international commercial port dealing in re-exports

entrepot trade /'ɒntərəpəʊ treɪd/ *noun* the exporting of imported goods

entrepreneur /,ɒntərəprə'nɜː/ *noun* a person who directs a company and takes commercial risks

entrepreneurial /,ɒntərəprə'nɜːrɪəl/ *adjective* taking commercial risks ○ *an entrepreneurial decision*

entry /'entri/ *noun* **1.** an item of written information put in an accounts ledger (NOTE: The plural is **entries**.) □ **to make an entry in a ledger** to write in details of a transaction □ **to contra an entry** to enter a similar amount on the opposite side of the account **2.** an act of going in or the place where you can go in ○ *to pass a customs entry point* ○ *entry of goods under bond*

entry charge /'entri tʃɑːdʒ/ *noun* money which you have to pay before you go in

entry visa /'entri 'vɪzə/ *noun* a visa allowing someone to enter a country

environmental shares /ɪnˌvaɪrənmənt(ə)l ˈʃeəz/ *plural noun* shares in companies which are seen to be active in the environmental field (stores which sell ‘green’ produce, waste disposal companies, etc.)

epos /ˈiːpɒs/, **EPOS**, **EPoS** *abbreviation* electronic point of sale

EPS *abbreviation* earnings per share

e-purse /ˈiː pɜːs/ *noun* same as **digital wallet**

equal /ˈiːkwəl/ *adjective* exactly the same ○ *Male and female employees have equal pay.* ■ *verb* to be the same as ○ *Production this month has equalled our best month ever.* (NOTE: UK English is **equalling** – **equalled**, but the US spelling is **equaling** – **equaled**.)

equalise /ˈiːkwəlaɪz/, **equalize** *verb* to make equal ○ *to equalise dividends*

equally /ˈiːkwəli/ *adverb* so that each has or pays the same, or to the same degree ○ *Costs will be shared equally between the two parties.* ○ *They were both equally responsible for the disastrous launch.*

equal opportunities programme /ˈiːkwəl ɒpəˈtjuːnɪtɪz ˌprəʊɡræm/ *noun* a programme to avoid discrimination in employment (NOTE: The US term is **affirmative action**.)

equate /ɪˈkweɪt/ *verb* to reduce to a standard value

equation /ɪˈkweɪʒ(ə)n/ *noun* a set of mathematical rules applied to solve a problem ○ *The basic accounting equation is that assets equal liabilities plus equity.*

equilibrium /ˈiːkwɪˈlɪbrɪəm/ *noun* the state of balance in the economy where supply equals demand or a country's balance of payments is neither in deficit nor in excess

equities /ˈekwɪtɪz/ *plural noun* ordinary shares

‘...in the past three years commercial property has seriously underperformed equities and dropped out of favour as a result’
[*Investors Chronicle*]

equity /ˈekwɪti/ *noun* **1.** the ordinary shares in a company **2.** the value of a company which is the property of its shareholders (the company's assets less its liabilities, not including the ordinary share capital) **3.** the value of an asset, such as a house, less any mortgage on it

COMMENT: ‘Equity’ (also called ‘capital’ or ‘shareholders’ equity’ or ‘shareholders’ capital’ or ‘shareholders’ funds’) is the current net value of the company including the nominal value of the shares in issue. After several years a company would expect to increase its net worth above the value of the starting capital. ‘Equity capital’ on the other hand is only the nominal value of the shares in issue.

equity accounting /ˈekwɪti əˌkaʊntɪŋ/ *noun* a method of accounting which puts part of the profits of a subsidiary into the parent company's books

equity capital /ˈekwɪti ˌkæpɪt(ə)l/ *noun* the nominal value of the shares owned by the ordinary shareholders of a company (NOTE: Preference shares are not equity capital. If the company were wound up, none of the equity capital would be distributed to preference shareholders.)

equity earnings /ˈekwɪti ˌɜːnɪŋz/ *plural noun* profits after tax, which are available for distribution to shareholders in the form of dividends, or which can be retained in the company for future development

equity finance /ˈekwɪti ˌfaɪnəns/ *noun* finance for a company in the form of ordinary shares paid for by shareholders

equity fund /ˈekwɪti fʌnd/ *noun* a fund which is invested in equities, not in government securities or other funds

equity gearing /ˈekwɪti ˌɡɪərɪŋ/ *noun* the ratio between a company's borrowings at interest and its ordinary share capital

equity growth fund /ˈekwɪti ˌɡrəʊθ fʌnd/ *noun* a fund invested in equities, aiming to provide capital growth

equity investment fund /ˈekwɪti ɪnˈvestmənt fʌnd/ *noun* same as **equity fund**

equity kicker /ˈekwɪti ˌkɪkə/ *noun* US an incentive given to people to lend a company money, in the form of a warrant to share in future earnings (NOTE: The UK term is **equity sweetener**.)

equity of redemption /ˈekwɪti əv rɪˈdempʃən/ *noun* a right of a mortgagor to redeem the estate by paying off the principal and interest

equity REIT /ˈekwɪti ˈreɪt/ *noun* a trust which invests in rented property.

Full form **equity real estate investment trust**

equity release /'ekwɪtɪ rɪˌliːs/ *noun* the act of remortgaging a property on which there is currently no mortgage, in order to use it as security for new borrowing

equity risk premium /'ekwɪtɪ 'rɪsk ˌprɪmiəm/ *noun* an extra return on equities over the return on bonds, because of the risk involved in investing in equities

equity sweetener /'ekwɪtɪ ˌswiːt(ə)nə/ *noun* an incentive to encourage people to lend a company money, in the form of a warrant giving the right to buy shares at a later date and at a certain price

equivalence /ɪ'kwɪvələns/ *noun* the condition of having the same value or of being the same

equivalent /ɪ'kwɪvələnt/ *adjective* □ **to be equivalent to** to have the same value as or to be the same as ○ *The total dividend paid is equivalent to one quarter of the pretax profits.* ○ *Our managing director's salary is equivalent to that of far less experienced employees in other organisations.* ■ *noun* a person who is the equal of someone else

ERDF *abbreviation* European Regional Development Fund

ERM *abbreviation* exchange rate mechanism

erode /ɪ'rəʊd/ *verb* to wear away gradually □ **to erode wage differentials** to reduce gradually differences in salary between different grades

error /'erə/ *noun* a mistake ○ *He made an error in calculating the total.* ○ *The secretary must have made a typing error.*

error rate /'erə reɪt/ *noun* the number of mistakes per thousand entries or per page

errors and omissions excepted /,erəz ənd əʊ,mɪʃ(ə)nz ɪk'septɪd/ *phrase* words written on an invoice to show that the company has no responsibility for mistakes in the invoice. *Abbreviation e. & o.e.*

escalate /'eskəleɪt/ *verb* to increase steadily

escalation /,eskə'leɪʃ(ə)n/ *noun* a steady increase ○ *an escalation of wage*

demands ○ *The union has threatened an escalation in strike action.* □ **escalation of prices** a steady increase in prices

escalation clause /,eskə'leɪʃ(ə)n klɔːz/ *noun* same as **escalator clause**

escalator /'eskəleɪtə/ *noun* a moving staircase

escalator bond /'eskəleɪtə bɒnd/ *noun* a fixed-rate bond where the rate rises each year

escalator clause /'eskəleɪtə klɔːz/ *noun* a clause in a contract allowing for regular price increases because of increased costs, or regular wage increases because of the increased cost of living

escape /ɪ'skeɪp/ *noun* an act of getting away from a difficult situation

escape clause /ɪ'skeɪp klɔːz/ *noun* a clause in a contract which allows one of the parties to avoid carrying out the terms of the contract under certain conditions

ESCB *abbreviation* European System of Central Banks

escrow /'eskrəʊ/ *noun* an agreement between two parties that something should be held by a third party until certain conditions are fulfilled □ **in escrow** held in safe keeping by a third party □ **document held in escrow** a document given to a third party to keep and to pass on to someone when money has been paid

escrow account /'eskrəʊ əˌkaʊnt/ *noun* *US* an account where money is held in escrow until a contract is signed or until goods are delivered

escudo /es'kjʊdəʊ/ *noun* a former unit of currency in Portugal

ESOP *abbreviation* employee share ownership plan

establish /ɪ'stæblɪʃ/ *verb* to set up or to open ○ *The company has established a branch in Australia.* ○ *The business was established in Scotland in 1823.* ○ *It is still a young company, having been established for only four years.* □ **to establish oneself in business** to become successful in a new business

establishment /ɪ'stæblɪʃmənt/ *noun* **1.** a commercial business ○ *He runs an important printing establishment.* **2.** the number of people working in a company □ **to be on the establishment** to be a full-time employee □ **of-**

office with an establishment of fifteen an office with a budgeted staff of fifteen

establishment charges /ɪ-
'stæblɪʃmənt ˌtʃɑːdʒɪz/ *plural noun*
the cost of people and property in a
company's accounts

estate /ɪ'steɪt/ *noun* property left by a
dead person

estate agency /ɪ'steɪt ˌeɪdʒənsi/
noun an office which arranges for the
sale of properties

estate agent /ɪ'steɪt ˌeɪdʒənt/ *noun*
a person in charge of an estate agency

estate duty /ɪ'steɪt ˌdʒuːti/ *noun* a
tax paid on the property left by a dead
person (NOTE: now called **inheritance
tax**)

estate tax /ɪ'steɪt tæks/ *noun* *US* a
federal tax on property left by a dead
person

estimate *noun* /'estɪmət/ **1.** a calcula-
tion of the probable cost, size or time of
something ○ *Can you give me an esti-
mate of how much time was spent on the
job?* □ **at a conservative estimate** proba-
bly underestimating the final figure ○
*Their turnover has risen by at least 20%
in the last year, at a conservative esti-
mate.* □ **these figures are only an esti-
mate** these are not the final accurate
figures **2.** a calculation by a contractor
or seller of a service of how much some-
thing is likely to cost, given to a client in
advance of an order ○ *You should ask
for an estimate before committing your-
selves.* ○ *Before we can give the grant
we must have an estimate of the total
costs involved.* ○ *Unfortunately the final
bill was quite different from the esti-
mate.* □ **to put in an estimate** to give
someone a written calculation of the
probable costs of carrying out a job ○
Three firms put in estimates for the job.
■ **verb** /'estɪmeɪt/ **1.** to calculate the
probable cost, size or time of something
○ *to estimate that it will cost £1m or to
estimate costs at £1m* ○ *We estimate
current sales at only 60% of last year.* **2.**
□ **to estimate for a job** to state in writ-
ing the future costs of carrying out a
piece of work so that a client can make
an order ○ *Three firms estimated for the
refitting of the offices.*

estimated /'estɪmeɪtɪd/ *adjective*
calculated approximately ○ *estimated*

sales ○ *Costs were slightly more than
the estimated figure.*

estimation /ɪ'estɪ'meɪʃ(ə)n/ *noun* an
approximate calculation

estimator /'estɪmeɪtə/ *noun* a person
whose job is to calculate estimates for
carrying out work

estoppel /ɪ'stɒp(ə)l/ *noun* a rule of
evidence whereby someone is prevented
from denying or asserting a fact in legal
proceedings

ethical /'eθɪk(ə)l/ *adjective* morally
right

ethical criteria /,eθɪk(ə)l krai-
'tɪəriə/ *plural noun* standards used to
judge if something is morally right or
not

ethical fund /'eθɪk(ə)l fʌnd/ *noun* a
fund which invests in companies which
follow certain moral standards, e.g.
companies which do not manufacture
weapons, or which do not trade with
certain countries or which only use en-
vironmentally acceptable sources of raw
materials

ethical index /'eθɪk(ə)l ˌɪndeks/
noun an index of shares in companies
which follow certain moral standards

ethical investment /,eθɪk(ə)l ɪn-
'vestmənt/ *noun* an investment in com-
panies which follow certain moral
standards

**Ethical Investment Research
Service** /,eθɪk(ə)l ɪnˌvestmənt rɪ-
'sɜːtʃ ˌsɜːvɪs/ *noun* an organisation
which does research into companies and
recommends those which follow certain
standards. Abbreviation **EIRIS**

ethical screening /,eθɪk(ə)l
'skriːnɪŋ/ *noun* checking companies
against certain moral standards, and re-
moving those which do not conform

EU *abbreviation* European Union ○ *EU
ministers met today in Brussels.* ○ *The
USA is increasing its trade with the EU.*

Eurex /'jʊəreks/ *noun* a European de-
rivatives market developed by combin-
ing the German Terminbörse and the
Swiss Soffex

EURIBOR *abbreviation* European In-
terbank Offered Rate

euro /'jʊərəʊ/ *noun* a unit of currency
adopted as legal tender in several Euro-
pean countries from January 1st, 1999 ○
Many articles are priced in euros. ○

What's the exchange rate for the euro?
(NOTE: (NOTE: Written € before numbers: **€250**: say: 'two hundred and fifty euros'). The plural is **euro** or **euros**.)

'...cross-border mergers in the European Union have shot up since the introduction of the euro' [Investors Chronicle]

COMMENT: The countries which are joined together in the European Monetary Union and adopted the euro as their common currency in 1999 are: Austria, Belgium, Finland, France, Germany, Ireland, Italy, Luxembourg, the Netherlands, Portugal, and Spain. The conversion of these currencies to the euro was fixed on 1st January 1999 at the following rates: Austrian schilling: 13.7603; Belgian & Luxembourg franc: 40.3399; Finnish Markka: 5.94573; French franc: 6.55957; German mark: 1.95583; Irish punt: 0.787564; Italian lira: 1936.27; Dutch guilder: 2.20371; Portuguese escudo: 200.482; Spanish peseta: 166.386. The CFA franc and CFP franc were pegged to the euro at the same time.

Euro- /jʊərəʊ/ *prefix* referring to Europe or the European Union

euro account /'jʊərəʊ əˌkaʊnt/ *noun* a bank account in euros

Eurobond /'jʊərəʊbɒnd/ *noun* a long-term bearer bond issued by an international corporation or government outside its country of origin and sold to purchasers who pay in a eurocurrency (sold on the Eurobond market)

Eurocard /'jʊərəʊkɑːd/ *a* cheque card used when writing Eurocheques

Eurocheque /'jʊərəʊtʃek/ *noun* a cheque which can be cashed in any European bank (the Eurocheque system is based in Brussels)

Eurocommercial **paper** /'jʊərəʊtkɔːmɜːʃ(ə)l 'peɪpə/ *noun* a form of short-term borrowing in eurocurrencies. Abbreviation **ECB**

eurocredit /'jʊərəʊkredɪt/ *noun* a large bank loan in a eurocurrency (usually provided by a group of banks to a large commercial undertaking)

Eurocurrency /'jʊərəʊkɹænsi/ *noun* any currency used for trade within Europe but outside its country of origin, the eurodollar being the most important
○ *a Eurocurrency loan* ○ *the Eurocurrency market*

eurodeposit /'jʊərəʊdɪˌpɒzɪt/ *noun* a deposit of eurodollars in a bank outside the US

Eurodollar /'jʊərəʊdɒlə/ *noun* a US dollar deposited in a bank outside the US, used mainly for trade within Europe
○ *a Eurodollar loan* ○ *the Eurodollar markets*

euroequity /'jʊərəʊˌekwɪti/ *noun* a share in an international company traded on European stock markets outside its country of origin

Euroland /'jʊərəʊlənd/ *noun* the European countries which use the euro as a common currency, seen as a group

Euromarket /'jʊərəʊmɑːkɪt/ *noun* 1. the European Union seen as a potential market for sales 2. the eurocurrency market, the international market for lending or borrowing in eurocurrencies

euronote /'jʊərəʊˌnəʊt/ *noun* a short-term eurocurrency bearer note

euro-option /'jʊərəʊ ˌɒpʃ(ə)n/ *noun* an option to buy European bonds at a later date

Europe /'jʊərəʊp/ *noun* 1. the continent of Europe, the part of the world to the west of Asia, from Russia to Ireland
○ *Most of the countries of Western Europe are members of the EU.* ○ *Poland is in eastern Europe, and Greece, Spain and Portugal are in southern Europe.* 2. the European Union (including the UK)
○ *Canadian exports to Europe have risen by 25%.*

European /ˌjʊərəʊˈpiːən/ *adjective* referring to Europe
○ *They do business with several European countries.*

European Bank for Reconstruction and Development /ˌjʊərəʊpiːən bæŋk fə rɪˈkɒnˌstrʌktʃ(ə)n ən dɪˈveləpmənt/ *noun* bank, based in London, which channels aid from the EU to Eastern European countries. Abbreviation **EBRD**

European Central Bank /ˌjʊərəʊpiːən ˌsentrəl 'bæŋk/ *noun* central bank for most of the countries in the European Union, those which have accepted European Monetary Union and have the euro as their common currency. Abbreviation **ECB**

'...the ECB begins with some \$300 billion of foreign exchange reserves, far more than any other central bank' [Investors Chronicle]

'...any change in the European bank's statutes must be agreed and ratified by all EU member nations' [*The Times*]

European Commercial Paper

/ˌjʊərəˈpiːən kəˌmɜːʃ(ə)l 'peɪpə/ *noun* a commercial paper issued in a eurocurrency. Abbreviation **ECP**

European Commission

/ˌjʊərəˈpiːən kə'mɪʃ(ə)n/ *noun* the main executive body of the EU, made up of members nominated by each member state. Also called **Commission of the European Community**

European Common Market

/ˌjʊərəˈpiːən ˌkɒmən 'mɑːkɪt/ *noun* formerly the name for the European Community, an organisation which links several European countries for the purposes of trade

European Community

/ˌjʊərəˈpiːən kə'mjuːnɪti/ *noun* formerly, the name of the European Union. Abbreviation **EC**

European Currency Unit

/ˌjʊərəˈpiːən 'kʌrənsɪ ˌjuːnɪt/ *noun* a monetary unit used within the EU. Abbreviation **ECU**

European Economic Area

/ˌjʊərəˈpiːən ˌiːkənɒmɪk 'eəriə/ *noun* an area comprising the countries of the EU and the members of EFTA, formed by an agreement on trade between the two organisations. Abbreviation **EEA**

European Economic Community

/ˌjʊərəˈpiːən ˌiːkənɒmɪk kə'mjuːnɪti/ *noun* a grouping of European countries which later became the European Union. Abbreviation **EEC**. Also called **European Community**

European Free Trade Association

/ˌjʊərəˈpiːən friː 'treɪd əˌsəʊsiəʃ(ə)n/ *noun* a group of countries (Iceland, Liechtenstein, Norway and Switzerland) formed to encourage freedom of trade between its members, and linked with the EU in the European Economic Area. Abbreviation **EFTA**

European Interbank Offered Rate

/ˌjʊərəˈpiːən ˌɪntəˌbæŋk ˌɒfəd 'reɪt/ *noun* rate at which European banks offer to lend funds to other banks

European Investment Bank

/ˌjʊərəˈpiːən ɪnˈvestmənt bæŋk/ *noun* international European bank set up to provide loans to European countries. Abbreviation **EIB**

European Monetary System

/ˌjʊərəˈpiːən 'mʌnɪt(ə)rɪˌsɪstəm/ *noun* system of controlled exchange rates between some of the member countries of the European Union. Abbreviation **EMS**

COMMENT: The EMS now only applies to countries such as Greece which are members of the EU but not part of the EMU.

European Monetary Union

/ˌjʊərəˈpiːən 'mʌnɪt(ə)rɪ ˌjuːnɪən/ *noun* the process by which some of the member states of the EU joined together to adopt the euro as their common currency on 1st January 1999. Abbreviation **EMU**

European options

/ˌjʊərəˈpiːən ˌɒpʃənz/ *plural noun* an American term for options which can only be exercised on their expiration date

European Parliament

'pɑːləmənt/ *noun* the parliament with members (MEPs) from each country of the EU

European Regional Development Fund

/ˌjʊərəˈpiːən ˌrɪːdʒ(ə)nəl dɪ'veləpmənt fʌnd/ *noun* fund set up to provide grants to underdeveloped parts of Europe. Abbreviation **ERDF**

European Social Charter

/ˌjʊərəˈpiːən ˌsəʊʃ(ə)l 'tʃɑːtə/ *noun* a charter for employees, drawn up by the EU in 1989, by which employees have the right to a fair wage, and to equal treatment for men and women, a safe work environment, training, freedom of association and collective bargaining, provision for disabled workers, freedom of movement from country to country, guaranteed standards of living both for the working population and for retired people. Also called **Social Charter**

European Union

'juːnɪən/ *noun* (formerly, the European Economic Community (EEC), the Common Market) a group of European countries linked together by the Treaty of Rome in such a way that trade is more free, people can move from one country to another more freely and people can work more freely in other countries of the group

COMMENT: The European Community was set up in 1957 and changed its name to the European Union when it adopted the Single Market. It has now grown to include fifteen member states. These are:

Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden and the United Kingdom; other countries are negotiating to join. The member states of the EU are linked together by the Treaty of Rome in such a way that trade is more free, money can be moved from one country to another freely, people can move from one country to another more freely and people can work more freely in other countries of the group.

euroyen /'jʊərəʊ,jen/ *noun* a Japanese yen deposited in a European bank and used for trade within Europe

Eurozone /'jʊərəʊzəʊn/ *noun* the European countries which use the euro as a common currency, seen as a group

'...the European Central Bank left the door open yesterday for a cut in Eurozone interest rates' [*Financial Times*]

'...a sustained recovery in the euro will require either a sharp slowdown in US growth or a rise in inflation and interest rates in the eurozone beyond that already discounted' [*Investors Chronicle*]

EVA *abbreviation* economic value added

evade /'veɪd/ *verb* to try to avoid something □ **to evade tax** to try illegally to avoid paying tax

evaluate /'vælju:et/ *verb* to calculate a value for something ○ *to evaluate costs* ○ *We will evaluate jobs on the basis of their contribution to the organisation as a whole.* ○ *We need to evaluate the experience and qualifications of all the candidates.*

evaluation /'vælju:'eɪʃ(ə)n/ *noun* the calculation of value

evasion /'i'veɪʒ(ə)n/ *noun* the act of avoiding something

event-driven /'i'vent 'drɪv(ə)n/ *adjective* activated by, and designed to profit from, a certain event, such as a merger, bankruptcy or takeover

ex *prefix* /eks/ out of or from ■ without

ex- /eks/ *prefix* former ○ *an ex-director of the company*

exact /ɪg'zækt/ *adjective* strictly correct, not varying in any way from, e.g. not any more or less than, what is stated ○ *The exact time is 10.27.* ○ *The salesgirl asked me if I had the exact sum, since the shop had no change.*

exact interest /ɪg'zækt 'ɪntrəst/ *noun* an annual interest calculated on the basis of 365 days (as opposed to ordinary interest, calculated on 360 days)

exactly /ɪg'zæktli/ *adverb* not varying in any way from, e.g. not any more or less than, what is stated ○ *The total cost was exactly £6,500.*

ex-all /eks 'ɔ:l/ *adjective* referring to a share price where the share is sold without the dividend, rights issue, or any other current issue. Abbreviation **xa**

examination /ɪg,zæmɪ'neɪʃ(ə)n/ *noun* **1.** an act of looking at something very carefully to see if it is acceptable **2.** a written or oral test to see if someone has passed a course ○ *He passed his accountancy examinations.* ○ *She came first in the final examination for the course.* ○ *Examinations are given to candidates to test their mathematical ability.*

examine /ɪg'zæmɪn/ *verb* to look at someone or something very carefully ○ *Customs officials asked to examine the inside of the car.* ○ *The police are examining the papers from the managing director's safe.*

examiner /ɪg'zæmɪnə/ *noun* **1.** a person who examines something to see if it is correct **2.** a court-appointed administrator for a company

ex-capitalisation /eks ,kæpɪt(ə)laɪ-'zeɪʃ(ə)n/, **ex cap** /eks 'kæp/ *adjective* referring to a share price where the share is sold without a recent scrip issue. Abbreviation **xc**

exceed /ɪk'si:d/ *verb* to be more than ○ *a discount not exceeding 15%* ○ *Last year costs exceeded 20% of income for the first time.* □ **he has exceeded his credit limit** he has borrowed more money than he is allowed

except /ɪk'sept/ *preposition, conjunction* not including ○ *VAT is levied on all goods and services except books, newspapers and children's clothes.* ○ *Sales are rising in all markets except the Far East.*

excepted /ɪk'septɪd/ *adverb* not including

exceptional /ɪk'sepʃən(ə)l/ *adjective* different or not usual

exceptional items /ɪk'sepʃən(ə)l 'aɪtəmz/ *plural noun* **1.** items which

arise from normal trading but which are unusual because of their size or nature; such items are shown separately in a note to the company's accounts but not on the face of the P & L account unless they are profits or losses on the sale or termination of an operation, or costs of a fundamental reorganisation or restructuring which have a material effect on the nature and focus of the reporting entity's operations, or profits or losses on the disposal of fixed assets **2.** items in a balance sheet which do not appear there each year and which are included in the accounts before the pre-tax profit is calculated (as opposed to extraordinary items, which are calculated after the pre-tax profit)

excess *noun, adjective* (an amount) which is more than what is allowed ○ *an excess of expenditure over revenue* ○ *Excess costs have caused us considerable problems.*

excess capacity /,ɛksɛs kə'pæsɪti/ *noun* spare capacity which is not being used

excessive /ɪk'sesɪv/ *adjective* too large ○ *Excessive production costs made the product uneconomic.*

excess liquidity /,ɛksɛs lɪ'kwɪdɪti/ *noun* cash held by a bank above the normal requirement for that bank

excess profit /,ɛksɛs 'prɒfɪt/ *noun* profit which is higher than what is thought to be normal

excess profits tax /,ɛksɛs 'prɒfɪts tæks/ *noun* a tax on profits which are higher than what is thought to be normal

exchange /ɪks'tʃeɪndʒ/ *noun* **1.** the act of giving one thing for another **2.** a market for shares, commodities, futures, etc. ■ *verb* **1.** □ **to exchange something (for something else)** to give one thing in place of something else ○ *He exchanged his motorcycle for a car.* ○ *Goods can be exchanged only on production of the sales slip.* **2.** to change money of one country for money of another ○ *to exchange euros for pounds*

'...under the barter agreements, Nigeria will export crude oil in exchange for trucks, food, planes and chemicals' [*Wall Street Journal*]

exchangeable /ɪks'tʃeɪndʒəb(ə)/ *adjective* which can be exchanged

exchange control /ɪks'tʃeɪndʒ kən'trəʊl/ *noun* the control by a gov-

ernment of the way in which its currency may be exchanged for foreign currencies

exchange controls /ɪks'tʃeɪndʒ kən'trəʊlz/ *plural noun* government restrictions on changing the local currency into foreign currency ○ *The government had to impose exchange controls to stop the rush to buy dollars.* ○ *They say the government is going to lift exchange controls.*

exchange cross rates /ɪks,tʃeɪndʒ 'krɒs reɪts/ *plural noun* rates of exchange for two currencies, shown against each other, but in terms of a third currency, often the US dollar. Also called **cross rates**

exchange dealer /ɪks'tʃeɪndʒ ,di:lə/ *noun* a person who buys and sells foreign currency

exchange dealings /ɪks'tʃeɪndʒ ,di:lɪŋz/ *plural noun* the buying and selling of foreign currency

Exchange Equalisation Account /ɪks,tʃeɪndʒ ,ɪkwəlaɪ'zeɪʃ(ə)n ə- ,kaʊnt/ *noun* an account with the Bank of England used by the government when buying or selling foreign currency to influence the sterling exchange rate

exchange of contracts /ɪks- ,tʃeɪndʒ əv 'kɒntrækt/ *noun* the point in the sale of property when the buyer and the seller both sign the contract of sale, which then becomes binding

exchange premium /ɪks'tʃeɪndʒ ,pri:miəm/ *noun* an extra cost above the normal rate for buying a foreign currency

exchanger /ɪks'tʃeɪndʒə/ *noun* a person who buys and sells foreign currency

exchange rate /ɪks'tʃeɪndʒ reɪt/ *noun* **1.** a rate at which one currency is exchanged for another. Also called **rate of exchange** **2.** a figure that expresses how much a unit of one country's currency is worth in terms of the currency of another country

'...can free trade be reconciled with a strong dollar resulting from floating exchange rates' [*Duns Business Month*]

'...a draft report on changes in the international monetary system casts doubt on any return to fixed exchange-rate parities' [*Wall Street Journal*]

exchange rate mechanism /ɪks-
ˈtʃeɪndʒ reɪt ˌmekənɪz(ə)m/ *noun* a
method of stabilising exchange rates
within the European Monetary System,
where currencies could only move up or
down within a narrow band (usually
2.25% either way, but for certain cur-
rencies widened to 6%) without involv-
ing a realignment of all the currencies in
the system. Abbreviation **ERM**

Exchequer /ɪksˈtʃekəl/ *noun* **◇ the Exchequer** **GB** 1. the fund of all money received by the government of the UK from taxes and other revenues 2. the British government's account with the Bank of England 3. the British government department dealing with public revenue

Exchequer stocks /ɪksˈtʃekəl
stɒks/ *plural noun* same as **Treasury stocks**

excise duty /ˈeksəɪz ˌdjuːti/ *noun* a
tax on goods such as alcohol and petrol
which are produced in the country

exciseman /ˈeksəɪzmæn/ *noun* a
person who works in the Excise
Department

exclude /ɪkˈskluːd/ *verb* to keep out,
or not to include *○ The interest charges
have been excluded from the document.
○ Damage by fire is excluded from the
policy.*

exclusion /ɪkˈskluːz(ə)n/ *noun* 1. the
act of not including something 2. an
item reported on the tax return but on
which no tax is payable

exclusion clause /ɪkˈskluːz(ə)n
klɔːz/ *noun* a clause in an insurance
policy or warranty which says which
items or events are not covered

exclusive /ɪkˈskluːsɪv/ *adjective* 1.
limited to one person or group **□ to have
exclusive right to market a product** to
be the only person who has the right to
market a product 2. **□ exclusive of** not
including *○ The invoice is exclusive of
VAT.*

exclusive agreement /ɪkˈskluːsɪv
əˈɡriːmənt/ *noun* an agreement where a
person is made sole agent for a product
in a market

exclusive of tax /ɪkˈskluːsɪv əv
ˈtæks/ *adjective* not including tax *○ All
payments are exclusive of tax.*

exclusivity /ˌeksklʊːˈsɪvɪti/ *noun* the
exclusive right to market a product

ex coupon /eks ˈkuːpən/ *adverb*
without the interest coupons or after in-
terest has been paid

ex dividend /eks ˈdɪvɪdend/, **ex div**
/eks ˈdɪv/ *adjective* referring to a share
price not including the right to receive
the next dividend *○ The shares went ex
dividend yesterday.* Abbreviation **xd**

execute /ˈeksɪkjʊt/ *verb* to carry out
an order *○ Failure to execute orders
may lead to dismissal. ○ There were
many practical difficulties in executing
the managing director's instructions.*

execution /ˌeksɪˈkjuːʃ(ə)n/ *noun* 1.
the carrying out of a commercial order
or contract 2. the carrying out of a legal
order or contract

execution-only broker
/ˌeksɪkjʊːʃ(ə)n ˈəʊnli ˌbrəʊkəl/ *noun*
same as **dealing-only broker**

execution-only service
/ˌeksɪkjʊːʃ(ə)n ˈəʊnli ˌsɜːvɪs/ *noun* a
service which buys and sells shares for
clients, but does not provide any advice
and does not manage portfolios

executive /ɪgˈzekjʊtɪv/ *adjective*
which puts decisions into action **■ noun**
a person in a business who takes deci-
sions, a manager or director *○ sales ex-
ecutives ○ a senior or junior executive*

‘...one in ten students commented on the long
hours which executives worked’ [*Employment
Gazette*]

‘...our executives are motivated by a desire to
carry out a project to the best of their ability’
[*British Business*]

executive committee /ɪgˈzekjʊtɪv
kəˈmɪti/ *noun* a committee which runs a
society or a club

executive director /ɪgˈzekjʊtɪv
dɪrˈrektəl/ *noun* a director who works
full-time in the company (as opposed to
a ‘non-executive director’)

executive powers /ɪgˈzekjʊtɪv
ˈpaʊəz/ *plural noun* the right to act as
director or to put decisions into action *○
He was made managing director with
full executive powers over the European
operation.*

executive share option scheme
/ɪgˈzekjʊtɪv ˈʃeə ɒpʃən ˌskiːm/ *noun*
a special scheme for senior managers,
by which they can buy shares in the

company they work for at a fixed price at a later date

executor /ɪg'zekjʊtə/ *noun* a person or firm that sees that the terms of a will are carried out ○ *He was named executor of his brother's will.*

exempt /ɪg'zempt/ *adjective* not forced to do something, especially not forced to obey a particular law or rule, or not forced to pay something ○ *Anyone over 65 is exempt from charges* ○ *He was exempt from military service in his country.* □ **exempt from tax** not required to pay tax ○ *As a non-profit-making organisation we are exempt from tax.* ■ *verb* ○ *Non-profit-making organisations are exempted from tax.* ○ *The government exempted trusts from tax.* □ **to exempt something from tax** to free something from having tax paid on it ○ *Food is exempted from sales tax.*

'Companies with sales under \$500,000 a year will be exempt from the minimum-wage requirements' [*Nation's Business*]

exemption /ɪg'zemptʃ(ə)n/ *noun* the act of exempting something from a contract or from a tax □ **exemption from tax or tax exemption** the fact of being free from having to pay tax ○ *As a non-profit-making organisation you can claim tax exemption.*

exempt securities /ɪg,zempt sɪ-'kjuəri'tiz/ *plural noun* securities, such as municipal bonds, which do not need to be registered with the SEC

exercise /'eksəsaɪz/ *noun* 1. a use of something □ **exercise of an option** using an option, putting an option into action 2. a financial year ○ *during the current exercise* ■ *verb* to use ○ *The chairwoman exercised her veto to block the motion.* □ **to exercise an option** to put an option into action ○ *He exercised his option to acquire sole marketing rights for the product.*

exercise date /'eksəsaɪz deɪt/ *noun* a date when an option can be put into effect

exercise price /'eksəsaɪz praɪs/ *noun* a price at which an option will be put into effect

ex gratia /eks 'greɪfə/ *adjective* done as a favour

ex gratia payment /eks 'greɪfə 'peɪmənt/ *noun* a payment made as a gift, with no other obligations

exit /'egzɪt/ *noun* going out or leaving

exit charge /'egzɪt tʃɑːdʒ/, **exit fee** /'egzɪt fiː/ *noun* a charge made when selling units in a unit trust (only some trusts apply this charge) or when selling out of a PEP

ex officio /eks ə'fɪʃiəʊ/ *adjective, adverb* because of an office held ○ *The treasurer is ex officio a member or an ex officio member of the finance committee.*

expand /ɪk'spænd/ *verb* to get bigger, or make something bigger ○ *an expanding economy* ○ *The company is expanding fast.* ○ *We have had to expand our sales force.*

expansion /ɪk'spænfən/ *noun* an increase in size ○ *The expansion of the domestic market.* ○ *The company had difficulty in financing its current expansion programme.*

'...inflation-adjusted GNP moved up at a 1.3% annual rate, its worst performance since the economic expansion began' [*Fortune*]

'...the businesses we back range from start-up ventures to established businesses in need of further capital for expansion' [*Times*]

expect /ɪk'spekt/ *verb* to hope that something is going to happen ○ *We are expecting him to arrive at 10.45.* ○ *They are expecting a cheque from their agent next week.* ○ *The house was sold for more than the expected price.*

'...he observed that he expected exports to grow faster than imports in the coming year' [*Sydney Morning Herald*]

'American business as a whole has seen profits well above the levels normally expected at this stage of the cycle' [*Sunday Times*]

expenditure /ɪk'spendɪtʃə/ *noun* the amount of money spent □ **the company's current expenditure programme** the company's spending according to the current plan □ **heavy expenditure on equipment** spending large sums of money on equipment

expense /ɪk'spens/ *noun* money spent ○ *It is not worth the expense.* ○ *The expense is too much for my bank balance.* ○ *The likely profits do not justify the expense of setting up the project.* □ **at great expense** having spent a lot of money □ **he furnished the office re-**

regardless of expense without thinking how much it cost

expense account /ɪk'spens ə-
ˌkaʊnt/ *noun* an allowance of money which a business pays for an employee to spend on travelling and entertaining clients in connection with that business
○ *I'll put this lunch on my expense account.*

expenses /ɪk'spensɪz/ *plural noun* money paid to cover the costs incurred by someone when doing something
○ *The salary offered is £10,000 plus expenses.*
○ *He has a high salary and all his travel expenses are paid by the company.*
□ **all expenses paid** with all costs paid by the company
○ *The company sent him to San Francisco all expenses paid.*
□ **to cut down on expenses** to reduce spending
□ **legal expenses** money spent on fees paid to lawyers

expiration /ˌɛkspə'reɪʃ(ə)n/ *noun* the act of coming to an end
○ *the expiration of an insurance policy*
○ *to repay before the expiration of the stated period*
□ **on expiration of the lease** when the lease comes to an end

expiration date /ˌɛkspə'reɪʃ(ə)n deɪt/ *noun* same as **expiry date**

expire /ɪk'spaɪə/ *verb* to come to an end
○ *The lease expires in 2010.*
○ *The option expired last Tuesday.*
□ **his passport has expired** his passport is no longer valid

expiry /ɪk'spaɪəri/ *noun* the act of coming to an end
○ *the expiry of an insurance policy*

expiry date /ɪk'spaɪəri deɪt/ *noun* 1. a date when something will end 2. the last date on which a credit card can be used

export *noun* /'ɛkspɔ:t/ /'ɛkspɔ:t/ the practice or business of sending goods to foreign countries to be sold
○ *50% of the company's profits come from the export trade or the export market.*
♦ **exports** ■ *verb* /ɪk'spɔ:t/ /ɪk'spɔ:t/ to send goods to foreign countries for sale
○ *50% of our production is exported.*
○ *The company imports raw materials and exports the finished products.*

exportation /ˌɛkspɔ:'teɪʃ(ə)n/ *noun* the act of sending goods to foreign countries for sale

Export Credit Guarantee Department /ˌɛkspɔ:t ˌkredɪt ɡærən'ti: dɪ-

ˌpɑ:tmənt/ *noun* a British government department which insures sellers of exports sold on credit against the possibility of non-payment by the purchasers. Abbreviation **ECGD**

export department /'ɛkspɔ:t dɪ-
ˌpɑ:tmənt/ *noun* the section of a company which deals in sales to foreign countries

export duty /'ɛkspɔ:t ˌdʒu:ti/ *noun* a tax paid on goods sent out of a country for sale

exporter /ɪk'spɔ:tə/ *noun* a person, company or country that sells goods in foreign countries
○ *a major furniture exporter*
○ *Canada is an important exporter of oil or an important oil exporter.*

export house /'ɛkspɔ:t haʊs/ *noun* a company which specialises in the export of goods manufactured by other companies

export licence /'ɛkspɔ:t ˌlaɪs(ə)ns/ *noun* a government permit allowing something to be exported
○ *The government has refused an export licence for computer parts.*

export manager /'ɛkspɔ:t ˌmænɪdʒə/ *noun* the person in charge of an export department in a company
○ *The export manager planned to set up a sales force in Southern Europe.*
○ *Sales managers from all export markets report to our export manager.*

export restitution /ˌɛkspɔ:t ˌrestɪ-
'tju:ʃ(ə)n/ *noun* (in the EU) subsidies to European food exporters

exports /'ɛkspɔ:ts/ *plural noun* goods sent to a foreign country to be sold
○ *Exports to Africa have increased by 25%.* (NOTE: Usually used in the plural, but the singular form is used before a noun.)

expose /ɪk'spəʊz/ *verb* □ **to be exposed to something** to be in a position where something might harm you
○ *The banks are exposed to bad debts in Asia.*

exposure /ɪk'spəʊzəl/ *noun* the amount of risk which a lender or investor runs
○ *He is trying to limit his exposure in the property market.*

COMMENT: Exposure can be the amount of money lent to a customer (a bank's exposure to a foreign country) or the amount of money which an investor may lose if his

investments collapse (his or her exposure in the stock market).

express /ɪk'spres/ *adjective* **1.** rapid or very fast ○ *an express letter* **2.** clearly shown in words ○ *The contract has an express condition forbidding sale in Africa.* ■ *verb* **1.** to put into words or diagrams ○ *This chart shows home sales expressed as a percentage of total turnover.* **2.** to send something very fast ○ *We expressed the order to the customer's warehouse.*

expressly /ɪk'spresli/ *adverb* clearly in words ○ *The contract expressly forbids sales to the United States.*

express money transfer /ɪk'spres'mʌniˌtrænsfɜː/ *noun* a foreign currency payment to an individual or organisation delivered electronically to a bank

ex-rights /eks 'raɪts/ *adjective* referring to a share price where the share is sold without a recent rights issue. Abbreviation **xr**

extend /ɪk'stend/ *verb* **1.** to offer something ○ *to extend credit to a customer* **2.** to make something longer ○ *Her contract of employment was extended for two years.* ○ *We have extended the deadline for making the appointment by two weeks.*

extended credit /ɪk'stendɪd 'kredit/ *noun* **1.** credit allowing the borrower a very long time to pay ○ *We sell to Australia on extended credit.* **2.** *US* an extra long credit used by commercial banks borrowing from the Federal Reserve

extension /ɪk'stenʃən/ *noun* **1.** a longer time allowed for something than was originally agreed □ **to get an extension of credit** to get more time to pay back □ **extension of a contract** the continuing of a contract for a further period **2.** (*in an office*) an individual telephone linked to the main switchboard ○ *The sales manager is on extension 53.* ○ *Can you get me extension 21?*

extensive /ɪk'stensɪv/ *adjective* very large or covering a wide area ○ *an extensive network of sales outlets*

external /ɪk'stɜːn(ə)l/ *adjective* **1.** outside a country (NOTE: The opposite is **internal**.) **2.** outside a company

external account /ɪk'stɜːn(ə)l ə-'kaʊnt/ *noun* an account in a British bank belonging to someone who is living in another country

external audit /ɪk'stɜːn(ə)l 'ɔːdɪt/ *noun* **1.** an audit carried out by an independent auditor (who is not employed by the company) **2.** an evaluation of the effectiveness of a company's public relations carried out by an outside agency

external auditor /ɪk'stɜːn(ə)l 'ɔːdɪtə/ *noun* an independent person who audits the company's accounts

external debt /ɪk'stɜːn(ə)l 'det/ *noun* money which a company has borrowed from outside sources (such as a bank) as opposed to money raised from shareholders

external funds /ɪk'stɜːn(ə)l 'fʌndz/ *plural noun* same as **external debt**

external growth /ɪk'stɜːn(ə)l 'grəʊθ/ *noun* growth by buying other companies, rather than by expanding existing sales or products (NOTE: The opposite is **internal growth** or **organic growth**.)

external trade /ɪk'stɜːn(ə)l 'treɪd/ *noun* trade with foreign countries (NOTE: The opposite is **internal trade**.)

extract /'ekstrækt/ *noun* a printed document which is part of a larger document ○ *He sent me an extract of the accounts.*

extraordinaries /ɪk-'strɔːd(ə)n(ə)rɪz/ *plural noun* same as **extraordinary items**

extraordinary /ɪk-'strɔːd(ə)n(ə)rɪ/ *adjective* different from normal

Extraordinary General Meeting /ɪk'strɔːd(ə)n(ə)rɪˌdʒen(ə)rəl 'miːtɪŋ/ *noun* a special meeting of shareholders to discuss an important matter (such as a change in the company's articles of association) which cannot wait until the next AGM ○ *to call an Extraordinary General Meeting* Abbreviation **EGM**

extraordinary items /ɪk-'strɔːd(ə)n(ə)rɪˌaɪtəmz/ *plural noun* formerly, large items of income or expenditure which did not arise from normal trading and which did not occur every year (they were shown separately in the P&L account, after taxation)

F

face value /ˈfeɪs ˈvæljuː/ *noun* the value written on a coin, banknote or share certificate

‘...travellers cheques cost 1% of their face value – some banks charge more for small amounts’
[*Sunday Times*]

facility /fəˈsɪlɪti/ *noun* **1.** something that allows something to be done something easily ○ *We offer facilities for payment.* **2.** the total amount of credit which a lender will allow a borrower

facility fee /fəˈsɪlɪti fiː/ *noun* a charge made to a borrower by a bank for arranging credit facilities

factor /ˈfæktə/ *noun* **1.** something which is important, or which is taken into account when making a decision ○ *The drop in sales is an important factor in the company’s lower profits.* ○ *Motivation was an important factor in drawing up the new pay scheme.* **2.** □ **by a factor of ten** ten times **3.** a person or company which is responsible for collecting debts for companies, by buying debts at a discount on their face value **4.** a person who sells for a business or another person and earns a commission ■ **verb** to buy debts from a company at a discount

‘...factors ‘buy’ invoices from a company, which then gets an immediate cash advance representing most of their value. The balance is paid when the debt is met. The client company is charged a fee as well as interest on the cash advanced’ [*Times*]

COMMENT: A factor collects a company’s debts when due, and pays the creditor in advance part of the sum to be collected, so ‘buying’ the debt.

factor in /ˈfæktər ˈɪn/ *verb* to add a factor when making calculations

factoring /ˈfæktərɪŋ/ *noun* the business of buying debts from a firm at a discount and then getting the debtors to pay

factoring charges /ˈfæktərɪŋ ˌtʃɑːdʒɪz/ *plural noun* the cost of selling debts to a factor for a commission

factors of production /ˈfæktəz əv prəˈdʌkʃən/ *plural noun* the three things needed to produce a product (land, labour and capital)

factory floor /ˈfækt(ə)rɪ ˈflɔː/ *noun* the main works of a factory

factory gate price /ˈfækt(ə)rɪ ˈɡeɪt praɪs/ *noun* the actual cost of manufacturing goods before any mark-up is added to give profit (NOTE: The factory gate price includes direct costs such as labour, raw materials and energy, and indirect costs such as interest on loans, plant maintenance or rent.)

factory inspectorate /ˈfækt(ə)rɪ ɪnˌspekt(ə)rət/ *noun* all inspectors of factories

factory price /ˈfækt(ə)rɪ praɪs/ *noun* a price not including transport from the maker’s factory

factory worker /ˈfækt(ə)rɪ ˈwɜːkə/ *noun* a person who works in a factory

fail /feɪl/ *verb* **1.** not to do something which you were trying to do ○ *The company failed to notify the tax office of its change of address.* ○ *They failed to agree on an agenda for the meeting.* ○ *Negotiations continued until midnight but the two sides failed to come to an agreement.* **2.** to be unsuccessful ○ *The prototype failed its first test.* □ **the company failed** the company went bankrupt ○ *He lost all his money when the bank failed.*

failure /ˈfeɪljə/ *noun* not doing something which you promised to do □ **failure to pay a bill** not paying a bill

fair /feə/ *noun* same as **trade fair** ○ *The computer fair runs from April 1st to 6th.* ■ **adjective** reasonable, with equal treatment

fair copy /fə 'kɒpi/ *noun* a document which is written or typed with no changes or mistakes

fair deal /fə 'di:l/ *noun* an arrangement where both parties are treated equally ○ *The workers feel they did not get a fair deal from the management.*

fair dealing /fə 'di:liŋ/ *noun* the legal buying and selling of shares

fairly /'feəli/ *adverb* reasonably or equally ○ *The union representatives put the employees' side of the case fairly and without argument.*

fair price /fə 'praɪs/ *noun* a good price for both buyer and seller

fair trade /fə 'treɪd/ *noun* an international business system where countries agree not to charge import duties on some items imported from their trading partners

fair trading /fə 'treɪdɪŋ/ *noun* 1. a way of doing business which is reasonable and does not harm the consumer 2. a legal trade in shares or the legal buying and selling of shares

fair value /fə 'vælju:/ *noun* a price paid by a buyer who knows the value of what he is buying to a seller who also knows the value of what he is selling (i.e. neither is cheating the other)

fair wear and tear /,fə weə ən 'teə/ *noun* acceptable damage caused by normal use ○ *The insurance policy covers most damage but not fair wear and tear to the machine.*

faith /feɪθ/ *noun* □ **to buy something in good faith** to buy something thinking that is of good quality, that it has not been stolen or that it is not an imitation

fall /fɔ:l/ *noun* a sudden reduction or loss of value ○ *a fall in the exchange rate* ○ *a fall in the price of gold* ○ *a fall on the Stock Exchange* ○ *Profits showed a 10% fall.* ■ **verb** 1. to be reduced suddenly to a lower price or value ○ *Shares fell on the market today.* ○ *Gold shares fell 10% or fell 45 cents on the Stock Exchange.* ○ *The price of gold fell for the second day running.* ○ *The pound fell against the euro.* 2. to happen or to take place ○ *The public holiday falls on a Tuesday.* □ **payments which fall due** payments which are now due to be made

'...market analysts described the falls in the second half of last week as a technical

correction to the market' [*Australian Financial Review*]

'...for the first time since mortgage rates began falling in March a financial institution has raised charges on homeowner loans' [*Globe and Mail (Toronto)*]

'...interest rates were still falling as late as June, and underlying inflation remains below the government's target of 2.5 per cent' [*Financial Times*]

fall away /,fɔ:l ə'weɪ/ *verb* to become less ○ *Hotel bookings have fallen away since the tourist season ended.*

fall back /,fɔ:l 'bæk/ *verb* to become lower or cheaper after rising in price ○ *Shares fell back in light trading.*

fall back on /,fɔ:l 'bæk ɒn/ *verb* to have to use something kept for emergencies ○ *to fall back on cash reserves* ○ *The management fell back on the usual old excuses.*

fall behind /,fɔ:l bɪ'haɪnd/ *verb* to be late in doing something ○ *They fell behind with their mortgage repayments.*

fallen angel /,fɔ:lən 'eɪndʒəl/ *noun* a share that was once in favour, but whose attraction has slipped and whose share price is on the way down

falling /'fɔ:lɪŋ/ *adjective* which is becoming smaller or dropping in price

'...falling profitability means falling share prices' [*Investors Chronicle*]

falling pound /,fɔ:lɪŋ 'paʊnd/ *noun* the pound when it is losing its value against other currencies

fall off /,fɔ:l 'ɒf/ *verb* to become lower, cheaper or less ○ *Sales have fallen off since the tourist season ended.*

fall out /,fɔ:l 'aʊt/ *verb* □ **the bottom has fallen out of the market** sales have fallen below what previously seemed to be their lowest point

fallout /'fɔ:lɔ:t/ *noun* a bad result or collapse

false /'fɔ:ls/ *adjective* not true or not correct ○ *to make a false claim for a product* ○ *to make a false entry in the balance sheet*

false market /'fɔ:ls 'mɑ:kɪt/ *noun* a market in shares caused by persons or companies conspiring to buy or sell and so influence the share price to their advantage

false pretences /'fɔ:ls prɪ'tensɪz/ *plural noun* doing or saying something to cheat someone ○ *He was sent to*

prison for obtaining money by false pretences.

false weight /fəʊls 'weɪt/ *noun* weight as measured on a shop scales which is wrong and so cheats customers

falsification /fəʊlsɪfɪ'keɪʃ(ə)n/ *noun* the act of making false entries in accounts

falsify /'fəʊlsɪfaɪ/ *verb* to change something to make it wrong ○ *They were accused of falsifying the accounts.*

family /'fæm(ə)li/ *noun* a group of people, formed of parents and children

family company /'fæm(ə)li ,kʌmp(ə)ni/ *noun* a company where most of the shares are owned by members of a family

family firm /,fæm(ə)li 'fɜ:m/, **family-run firm** /,fæm(ə)li rʌn 'fɜ:m/ *noun* a firm where the shareholders and directors are members of the same family

Fannie Mae /fæni 'meɪ/ *noun* same as **Federal National Mortgage Association**

FAQ *noun* an item on a menu which gives answers to questions which people often ask about the website, service or product. Full form **frequently asked question**

FAS *abbreviation* Federal Accounting Standards

FASIT *abbreviation* Financial Asset Securitisation Investment Trust

fat cat /fæt 'kæt/ *noun* a businessman who earns an enormous salary and bonus (*informal*)

favourable /'feɪv(ə)rəb(ə)l/ *adjective* which gives an advantage (NOTE: The US spelling is **favorable**.) □ **on favourable terms** on specially good terms ○ *The shop is let on very favourable terms.*

favourable balance of trade /,feɪv(ə)rəb(ə)l ,bæləns əv 'treɪd/, **favourable trade balance** /,feɪv(ə)rəb(ə)l 'treɪd ,bæləns/ *noun* a situation where a country's exports are larger than its imports

fax /fæks/ *noun* a system for sending the exact copy of a document via telephone lines ○ *Can you confirm the booking by fax?* ■ *verb* to send a message by fax ○ *The details of the offer were faxed to the brokers this morning.*

○ *I've faxed the documents to our New York office.*

COMMENT: Banks will not accept fax messages as binding instructions (as for example, a faxed order for money to be transferred from one account to another).

FAZ index *noun* a daily index of leading industrial shares on the Frankfurt Stock Exchange (published in the *Frankfurter Allgemeine Zeitung*)

FD *abbreviation* financial director

FDI *abbreviation* foreign direct investment

FDIC *abbreviation* Federal Deposit Insurance Corporation

feasibility report /,fi:zə'bɪlɪti rɪ-,pɔ:t/ *noun* a document which says if it is worth undertaking something

Fed /fed/ *noun* US same as **Federal Reserve Board** (*informal*)

'...indications of weakness in the US economy were contained in figures from the Fed on industrial production for April' [*Financial Times*]

'...the half-point discount rate move gives the Fed room to reduce the federal funds rate further if economic weakness persists. The Fed sets the discount rate directly, but controls the federal funds rate by buying and selling Treasury securities' [*Wall Street Journal*]

federal /'fed(ə)rəl/ *adjective* **1.** referring to a system of government where a group of states are linked together in a federation **2.** referring to the central government of the United States ○ *Most federal offices are in Washington.*

'...federal examiners will determine which of the privately-insured savings and loans qualify for federal insurance' [*Wall Street Journal*]

'...since 1978 America has freed many of its industries from federal rules that set prices and controlled the entry of new companies' [*Economist*]

Federal Accounting Standards /,fed(ə)rəl ə'kaʊntɪŋ ,stændədz/ *noun* the US regulations governing accounting procedures. Abbreviation **FAS**

federal credit agencies /,fed(ə)rəl 'kredɪt/, **federal agencies** /,fed(ə)rəl 'eɪdʒənsɪz/ *plural noun* agencies (such as the Federal Home Loan Banks) which provide credit to individual borrowers and are backed by the federal government

Federal Deposit Insurance Corporation /,fed(ə)rəl dɪ'pɒzɪt ɪn-'ʃʊərəns ,kɔ:p'reɪf(ə)n/ *noun* federal

agency which manages insurance funds that insure deposits in commercial banks and in savings and loans associations. Abbreviation **FDIC**

Federal Funds /,fed(ə)rəl 'fʌndz/ *plural noun* deposits by commercial banks with the Federal Reserve Banks, which can be used for short-term loans to other banks

Federal Home Loan Banks /,fed(ə)rəl həʊm ləʊn 'bæŋks/ *plural noun* *US* a group of twelve banks which lend to savings and loans associations, and to other institutions which lend money to homeowners against mortgages

Federal Home Loan Mortgage Corporation /,fed(ə)rəl həʊm ləʊn 'mɔːɡɪdʒ kɔːpə'reɪʃ(ə)n/ *noun* *US* a federal organisation which backs mortgages issued by the Savings and Loans Associations. Abbreviation **FHLMC**, **Freddie Mac**

Federal National Mortgage Association /,fed(ə)rəl ,næʃ(ə)nəl 'mɔːɡɪdʒ ə,səʊsi'eɪʃ(ə)n/ *noun* a privately owned US organisation which regulates mortgages and helps offer mortgages backed by federal funds. Abbreviation **FNMA**. Also called **Fannie Mae**

Federal Reserve /,fed(ə)rəl rɪ-'zɜːv/, **Federal Reserve System** /,fed(ə)rəl rɪ-'zɜːv ,sɪstəm/ *noun* the system of federal government control of the US banks, where the Federal Reserve Board regulates money supply, prints money, fixes the discount rate and issues government bonds

COMMENT: The Federal Reserve system is the central bank of the USA. The system is run by the Federal Reserve Board, under a chairman and seven committee members (or 'governors') who are all appointed by the President. The twelve Federal Reserve Banks act as lenders of last resort to local commercial banks. Although the board is appointed by the president, the whole system is relatively independent of the US government.

Federal Reserve Bank /,fed(ə)rəl rɪ-'zɜːv bæŋk/ *noun* any one of the twelve regional banks in the USA which are owned by the state and directed by the Federal Reserve Board. Abbreviation **FRB**

Federal Reserve Board /,fed(ə)rəl rɪ-'zɜːv bɔːd/ *noun* a government organisation which runs the central banks in the US. Abbreviation **FRB**

'...pressure on the Federal Reserve Board to ease monetary policy mounted yesterday with the release of a set of pessimistic economic statistics' [*Financial Times*]

Federal Reserve Wire System /,fed(ə)rəl rɪ-'zɜːv 'waɪə ,sɪstəm/ *noun* a computerised communications system which links the Federal Reserve Board, its banks and the US Treasury

Federal Trade Commission /,fed(ə)rəl 'treɪd kə,mɪʃ(ə)n/ *noun* a federal agency established to keep business competition free and fair

federation /,fedə'reɪʃ(ə)n/ *noun* a group of societies, companies or organisations which have a central organisation which represents them and looks after their common interests ○ *a federation of trades unions* ○ *the employers' federation*

Fed Funds /'fed fʌndz/ *plural noun* *US* same as **Federal Funds** (*informal*)

fed funds rate /fed 'fʌndz reɪt/ *noun* the rate charged by banks for lending money deposited with the Federal Reserve to other banks ○ *most federal offices are in Washington*

Fedwire, FedWire /'fedwaɪə/ *noun* *US* same as **Federal Reserve Wire System** (*informal*)

fee /fiː/ *noun* **1.** money paid for work carried out by a professional person (such as an accountant, a doctor or a lawyer) ○ *We charge a small fee for our services.* ○ *The consultant's fee was much higher than we expected.* □ **director's fees** money paid to a director as a lump sum, not a salary **2.** money paid for something ○ *an entrance fee* or *admission fee* ○ *a registration fee*

few /fjuː/ *adjective, noun* **1.** not many ○ *We sold so few of this item that we have discontinued the line.* ○ *Few of the staff stay with us more than six months.* **2.** □ **a few** some ○ *A few of our salesmen drive Rolls-Royces.* ○ *We get only a few orders in the period from Christmas to the New Year.*

FHFB *abbreviation* Federal Housing Finance Board

FHLBB *abbreviation* Federal Home Loan Bank Board

FHLBS *abbreviation* Federal Home Loan Bank System

FHLMC *abbreviation* Federal Home Loan Mortgage Corporation

fiat money /'fi:æt ,mʌni/ *noun* coins or notes which are not worth much as paper or metal, but are said by the government to have a value and are recognised as legal tender

FIBOR *abbreviation* Frankfurt Interbank Offered Rate

fictitious assets /fɪk,tɪʃəs 'æsets/ *plural noun* assets which do not really exist, but are entered as assets to balance the accounts

fiddle /'fɪd(ə)l/ (*informal*) *noun* an act of cheating ○ *It's all a fiddle.* □ **he's on the fiddle** he is trying to cheat ■ *verb* to cheat ○ *He tried to fiddle his tax returns.* ○ *The salesman was caught fiddling his expense account.*

fide ♢ *bona fide*

fiduciary /fɪ'dju:ʃjəri/ *noun, adjective* (a person) in a position of trust ○ *Directors have fiduciary duty to act in the best interests of the company.*

fiduciary deposits /fɪ'dju:ʃəri dɪ-'pɒzɪt/ *plural noun* bank deposits which are managed for the depositor by the bank

FIFO /'faɪfəʊ/ *abbreviation* first in first out

fifty-fifty /,fɪftɪ 'fɪftɪ/ *adjective, adverb* half □ **he has a fifty-fifty chance of making a profit** he has an equal chance of making a profit or a loss

figure /'fɪɡə/ *noun* **1.** a number, or a cost written in numbers ○ *The figure in the accounts for heating is very high.* □ **he put a very low figure on the value of the lease** he calculated the value of the lease as very low **2.** □ **to work out the figures** to calculate something □ **his income runs into six figures or he has a six-figure income** his income is more than £100,000 □ **in round figures** not totally accurate, but correct to the nearest 10 or 100 ○ *They have a workforce of 2,500 in round figures.*

figures /'fɪɡəz/ *plural noun* **1.** written numbers **2.** the results for a company ○ *the figures for last year or last year's figures*

file /faɪl/ *noun* **1.** a cardboard holder for documents, which can fit in the

drawer of a filing cabinet ○ *Put these letters in the customer file.* ○ *Look in the file marked 'Scottish sales'.* **2.** documents kept for reference □ **to place something on file** to keep a record of something □ **to keep someone's name on file** to keep someone's name on a list for reference **3.** a section of data on a computer (such as payroll, address list or customer accounts) ○ *How can we protect our computer files?* ■ *verb* **1.** ○ *You will find the salary scales filed by department.* ○ *The correspondence is filed under 'complaints'.* □ **to file documents** to put documents in order so that they can be found easily ○ *The correspondence is filed under 'complaints'.* **2.** to make an official request □ **to file a petition in bankruptcy or to file for bankruptcy** to ask officially to be made bankrupt or to ask officially for someone else to be made bankrupt **3.** to register something officially ○ *to file an application for a patent* ○ *to file a return to the tax office* □ **to file a return to the tax office** *US* to fill in and send a tax return □ **to file jointly** to make a joint tax declaration □ **to file separately** to file two separate tax returns, one for the husband and one for the wife ◇ **to file a petition in bankruptcy, to file for bankruptcy** **1.** to ask officially to be made bankrupt **2.** to ask officially for someone else to be made bankrupt

file copy /'faɪl ,kɒpi/ *noun* a copy of a document which is kept for reference in an office

filer /'faɪlə/ *noun* *US* a person who files an income tax return

filing system /'faɪlɪŋ ,sɪstəm/ *noun* a way of putting documents in order for easy reference

fill /fɪl/ *verb* to carry out a client's instructions to buy or sell

fill or kill /,fɪl ɔ: 'kɪl/ *verb* *US* to carry out a client's order immediately or else the order is cancelled. Abbreviation **FOK**

FIMBRA *abbreviation* Financial Intermediaries, Managers and Brokers Association

final /'faɪn(ə)l/ *adjective* last, coming at the end of a period ○ *to pay the final instalment* ○ *to make the final payment* ○ *to put the final details on a document*

□ **final date for payment** last date by which payment should be made

final closing date /ˈfaɪn(ə)l 'kləʊzɪŋ deɪt/ *noun* the last date for acceptance of a takeover bid, when the bidder has to announce how many shareholders have accepted his offer ○ *to pay the final instalment* ○ *to make the final payment* ○ *to put the final details on a document*

final demand /ˈfaɪn(ə)l dɪ'mɑːnd/ *noun* the last reminder from a supplier, after which they will sue for payment

final discharge /ˈfaɪn(ə)l dɪs-'tʃɑːdʒ/ *noun* the last payment of what is left of a debt

final dividend /ˈfaɪn(ə)l 'dɪvɪdend/ *noun* a dividend paid at the end of a year's trading, which has to be approved by the shareholders at an AGM

finalise /ˈfaɪnəlaɪz/, **finalize** *verb* to agree final details ○ *We hope to finalise the agreement tomorrow.* ○ *After six weeks of negotiations the loan was finalised yesterday.*

final product /ˈfaɪn(ə)l 'prɒdʌkt/ *noun* a manufactured product, made at the end of a production process

final salary scheme /ˈfaɪn(ə)l 'sæləri skiːm/ *noun* a form of pension scheme where the benefit is based on the final salary of the member and his or her years of service

finance /ˈfaɪnæns/ *noun* **1.** money used by a company, provided by the shareholders or by loans ○ *Where will they get the necessary finance for the project?* **2.** money (used by a club, local authority, etc.) ○ *She is the secretary of the local authority finance committee.* ■ *verb* to provide money to pay for something ○ *They plan to finance the operation with short-term loans.*

‘...an official said that the company began to experience a sharp increase in demand for longer-term mortgages at a time when the flow of money used to finance these loans diminished’ [*Globe and Mail*]

Finance Act /ˈfaɪnæns ækt/ *noun* **GB** an annual Act of Parliament which gives the government the power to obtain money from taxes as proposed in the Budget

Finance and Leasing Association /ˈfaɪnæns ən 'liːsɪŋ ə-,səʊsiəʃ(ə)n/ *noun* an organisation

representing firms engaged in business finance and the leasing of equipment and cars. Abbreviation **FLA**

Finance Bill /ˈfaɪnæns bɪl/ *noun* **1.** a bill which lists the proposals in a Chancellor's budget and which is debated before being voted into law as the Finance Act **2. US** a short-term bill of exchange which provides credit for a corporation so that it can continue trading

finance charge /ˈfaɪnæns tʃɑːdʒ/ *noun* **1.** the cost of borrowing money **2.** an additional charge made to a customer who asks for extended credit

finance company /ˈfaɪnæns ˌkʌmp(ə)ni/, **finance corporation** /ˈfaɪnæns ˌkɔːpə'reɪʃ(ə)n/, **finance house** /ˈfaɪnæns haʊs/ *noun* a company, usually part of a commercial bank, which provides money for hire-purchase

finance house deposits /ˈfaɪnæns haʊs dɪˌpɒzɪts/ *plural noun* amounts of money deposited by banks with finance houses and used by them to provide hire-purchase loans to clients

finance market /ˈfaɪnæns ˌmɑːkɪt/ *noun* a place where large sums of money can be lent or borrowed

Finance Ministry /ˈfaɪnæns ˌmɪnɪstri/ *noun* a government department dealing with a country's finance

COMMENT: In most countries, the government department dealing with finance is called the Finance Ministry, with a Finance Minister in charge. Both in the UK and the US, the department is called the Treasury, and the minister in charge is the Chancellor of the Exchequer in the UK, and the Treasury Secretary in the US

finances /ˈfaɪnænsɪz/ *plural noun* money or cash which is available ○ *the bad state of the company's finances*

financial /faɪ'nænʃəl/ *adjective* concerning money □ **financial circumstances** the state of someone's finances ○ *The more you tell us about your full financial circumstances, the more we may be able to help.* □ **financial difficulties** a bad state of someone's finances ○ *If you find yourself in financial difficulties go to your bank manager for advice.*

financial adviser /faɪ'nænʃəl əd-'vaɪzə/ *noun* a person or company

which gives advice on financial problems for a fee

Financial Asset Securitisation Investment Trust /ˌfaɪnænʃəl ˌæset sɪˌkjʊərətaɪzɪf(ə)n m'vestmənt trəst/ *noun* **US** an investment trust that combines various loans, money outstanding on credit card purchases, etc., into one single fund for an individual. Abbreviation **FASIT**

financial assistance /faɪnænʃəl əˈsɪstəns/ *noun* help in the form of money

financial centre /faɪnænʃəl 'sentə/ *noun* a town or part of a town where the main banks and financial institutions are located

financial correspondent /faɪnænʃəl kɒrɪs'pɒndənt/ *noun* a journalist who writes articles on money matters for a newspaper

financial futures /faɪnænʃəl 'fju:tʃəz/, **financial futures contract** /faɪnænʃəl 'fju:tʃəz kɒntrækt/ *noun* a contract for the purchase of gilt-edged securities for delivery at a date in the future

financial futures market /faɪnænʃəl 'fju:tʃəz mɑ:kɪt/ *noun* the market in gilt-edged securities for delivery at a date in the future

financial institution /faɪnænʃəl ˌɪnstɪ'tju:ʃ(ə)n/ *noun* a bank, investment trust or insurance company whose work involves lending or investing large sums of money

financial instrument /faɪnænʃəl ˈɪnstrʉmənt/ *noun* **1.** a document showing that money has been lent or borrowed, invested or passed from one account to another (such as a bill of exchange, share certificate, certificate of deposit or an IOU) **2.** any form of investment in the stock market or in other financial markets, such as shares, government stocks, certificates of deposit or bills of exchange

financial intermediary /faɪnænʃəl ˌɪntə'mɪ:diəri/ *noun* an institution which takes deposits or loans from individuals and lends money to clients

financially /fɪ'nænʃəli/ *adverb* regarding money □ **a company which is financially sound** a company which is profitable and has strong assets

financial position /faɪnænʃəl pəˈzɪʃ(ə)n/ *noun* the state of a person's or company's bank balance in terms of assets and debts ○ *She must think of her financial position.*

financial report /faɪnænʃəl rɪ'pɔ:t/ *noun* a document which gives the financial position of a company or of a club, etc.

financial resources /faɪnænʃəl rɪˈzɔ:sɪz/ *plural noun* the supply of money for something ○ *a company with strong financial resources*

financial review /faɪnænʃəl rɪˈvju:/ *noun* an examination of an organisation's finances

financial risk /faɪnænʃəl 'rɪsk/ *noun* the possibility of losing money ○ *The company is taking a considerable financial risk in manufacturing 25 million units without doing any market research.* ○ *There is always some financial risk in selling on credit.*

financials /faɪnænʃəlz/ *plural noun* same as **financial futures**

Financial Secretary to the Treasury /faɪnænʃəl ˌsekrət(ə)rɪ tə ðə 'treʒəri/ *noun* a minister of state in charge of the Treasury, under the Chancellor of the Exchequer. ▶ **Chief Secretary to the Treasury**

Financial Services Act /faɪnænʃəl 'sɜ:vɪsɪz ækt/ *noun* an Act of the British Parliament which regulates the offering of financial services to the general public and to private investors

Financial Services Authority /faɪnænʃəl 'sɜ:vɪsɪz ɔ:θərɪti/ *noun* a government agency set up to regulate all financial services, such as banks, stockbrokers, unit trusts, pension companies, professional bodies, stock exchanges, etc., including the ombudsmen for these services. Abbreviation **FSA**

'...the FSA has set up an independent ombudsman scheme covering all areas of financial services' [Times]

financial statement /faɪnænʃəl ˈsteɪtmənt/ *noun* a document which shows the financial situation of a company ○ *The accounts department has prepared a financial statement for the shareholders.* □ **the Financial Statement** a document which sets out the details of the budget presented by the

Chancellor of the Exchequer and is published on Budget Day

financial supermarket /faɪ,nænʃəl 'su:pəmə:kɪt/ *noun* a company which offers a range of financial services (e.g. a bank offering loans, mortgages, pensions and insurance as well as the normal personal banking services)

Financial Times /faɪ,nænʃəl 'taɪmz/ *noun* an important British financial daily newspaper (printed on pink paper). Abbreviation **FT**

Financial Times Index /faɪ,nænʃəl 'taɪmz ɪn,deks/, **Financial Times Ordinary Index** /faɪ,nænʃəl 'taɪmz 'ɔ:dɪnəri ,ɪndeks/ *noun* an index based on the market prices of thirty blue-chip companies (this index is the oldest of the FT indices, and is now considered too narrow to have much relevance)

financial year /faɪ,nænʃəl 'jɪə/ *noun* the twelve month period for a firm's accounts (not necessarily the same as a calendar year)

financier /faɪ'nænsiəl/ *noun* a person who lends large amounts of money to companies or who buys shares in companies as an investment

financing /'faɪnænsɪŋ/ *noun* the act of providing money for a project ○ *The financing of the project was done by two international banks.*

finder's fee /'faɪndəz fi:/ *noun* **1.** a fee paid to a person who finds a client for another (e.g., someone who introduces a client to a stockbroking firm) **2.** a fee paid to a person who arranges a loan for someone, finds a property for someone to buy, etc.

fine /faɪn/ *noun* money paid because of something wrong which has been done ○ *He was asked to pay a \$25,000 fine.* ○ *We had to pay a £50 parking fine.* ■ **verb** to punish someone by making him or her pay money ○ *to fine someone £2,500 for obtaining money by false pretences* ■ **adverb** very thin or very small □ **we are cutting our margins very fine** we are reducing our margins to the smallest possible amount ■ **adjective** □ **fine rate of discount** the lowest rate of discount on offer

fine-tune /faɪn 'tju:n/ *verb* to make small adjustments to a plan or the economy so that it works better

fine-tuning /faɪn 'tju:nɪŋ/ *noun* the act of making of small adjustments in areas such as interest rates, tax bands or the money supply, to improve a nation's economy

finish /'fɪnɪʃ/ *noun* an end of a day's trading on the Stock Exchange ○ *Oil shares rallied at the finish.* ■ **verb** to come to an end ○ *The contract is due to finish next month.* ○ *The market finished the day on a stronger note.*

finished goods /'fɪnɪʃt 'ɡʊdz/ *plural noun* manufactured goods which are ready to be sold

Finnmark /'fɪnmɑ:k/ *noun* a name for the currency used before the euro in Finland

fire insurance /'faɪər ɪn,sʊərəns/ *noun* insurance against damage by fire

fireproof safe /'faɪə,pru:f seɪf/ *noun* a safe which cannot be harmed by fire

fire safety /faɪə 'seɪfti/ *noun* activities designed to make a place of work safe for the workers in case of fire

fire safety officer /faɪə 'seɪfti ,ɒfɪsə/ *noun* a person responsible for fire safety in a building

fire sale /'faɪə seɪl/ *noun* **1.** a sale of fire-damaged goods **2.** a sale of anything at a very low price

firewalls /'faɪəwɔ:lz/ *plural noun* US same as **Chinese walls**

firm /fɜ:m/ *noun* a company, business or partnership ○ *a manufacturing firm* ○ *an important publishing firm* ○ *She is a partner in a law firm.* ■ **adjective** **1.** which cannot be changed ○ *to make a firm offer for something* ○ *to place a firm order for two aircraft* **2.** not dropping in price and possibly going to rise ○ *Sterling was firmer on the foreign exchange markets.* ○ *Shares remained firm.* ■ **verb** to remain at a price and seem likely to rise ○ *The shares firmed at £1.50.*

'...some profit-taking was noted, but underlying sentiment remained firm' [*Financial Times*]

COMMENT: Strictly speaking, a 'firm' is a partnership or other trading organisation which is not a limited company. In practice, it is better to use the term for unincorporated businesses such as 'a firm of accountants' or 'a firm of stockbrokers', rather than for 'a major aircraft construction firm' which is likely to be a plc.

firmness /'fɜ:mnəs/ *noun* the fact of being steady at a certain price, or likely to rise ○ *the firmness of the pound on foreign exchanges*

'Toronto failed to mirror New York's firmness as a drop in gold shares on a falling bullion price left the market closing on a mixed note' [*Financial Times*]

firm order /fɜ:m 'ɔ:də/ *noun* **1.** a confirmed order, which the purchaser cannot withdraw **2.** an order to a broker to sell or buy on a certain date

firm price /fɜ:m 'praɪs/ *noun* a price which will not change ○ *They are quoting a firm price of \$1.23 a unit.*

firm sale /fɜ:m 'seɪl/ *noun* a sale which does not allow the purchaser to return the goods

firm up /fɜ:m 'ʌp/ *verb* to agree on the final details of something ○ *We expect to firm up the deal at the next trade fair.*

first /fɜ:st/ *noun* a person or thing that is there at the beginning or earlier than others ○ *Our company was one of the first to sell into the European market.*

first-class /fɜ:st 'kla:s/ *adjective* top-quality or most expensive ○ *He is a first-class accountant.* ■ *noun, adverb* (the type of travel or type of hotel which is) most expensive and comfortable ○ *to travel first-class* ○ *First-class travel provides the best service.* ○ *A first-class ticket to New York costs more than I can afford.* ○ *The MD prefers to stay in first-class hotels.*

first-class mail /fɜ:st kla:s 'meɪl/ *noun* a more expensive mail service, designed to be faster ○ *A first-class letter should get to Scotland in a day.*

first in first out /fɜ:st ɪn fɜ:st 'aʊt/ *phrase* **1.** a redundancy policy, where the people who have been working longest are the first to be made redundant **2.** an accounting policy where it is assumed that stocks in hand were purchased last, and that stocks sold during the period were purchased first. Abbreviation **FIFO**. Compare **last in first out**

first option /fɜ:st 'ɒpʃən/ *noun* allowing someone to be the first to have the possibility of deciding something

first quarter /fɜ:st 'kwɔ:tə/ *noun* the period of three months from January to the end of March ○ *The first quarter's rent is payable in advance.*

fiscal /'fɪskəl/ *adjective* referring to tax or to government revenues

fiscal agent /'fɪskəl 'eɪdʒənt/ *noun* a bank which acts as an agent for a euro-bond issue

fiscal drag /'fɪskəl 'dræg/ *noun* **1.** the effect of inflation on a government's tax revenues. As inflation increases so do prices and wages, and tax revenues rise proportionately; even if inflation is low, increased earnings will give the government increased revenues anyway. **2.** the negative effect of higher personal taxation on an individual's work performance

fiscal measures /'fɪskəl 'meʒəz/ *plural noun* tax changes made by a government to improve the working of the economy

fiscal policy /'fɪskəl 'pɒləsi/ *noun* the policy of a government regarding taxation and revenues

'...the standard measure of fiscal policy – the public sector borrowing requirement – is kept misleadingly low' [*Economist*]

fiscal year /'fɪskəl 'jɪə/ *noun* a twelve-month period on which taxes are calculated (in the UK, April 6th to April 5th)

'...last fiscal year the chain reported a 116% jump in earnings' [*Barron's*]

Five-Year Plan /faɪv jɪə 'plæn/ *noun* proposals for running a country's economy over a five-year period

fixation /fɪk'seɪʃ(ə)n/ *noun* the act of stating a price on an options market

fixed /fɪkst/ *adjective* unable to be changed or removed

'...you must offer shippers and importers fixed rates over a reasonable period of time' [*Lloyd's List*]

fixed assets /fɪkst 'æsɛts/ *plural noun* property or machinery which a company owns and uses, but which the company does not buy or sell as part of its regular trade, including the company's investments in shares of other companies

fixed capital /fɪkst 'kæpɪt(ə)l/ *noun* capital in the form of buildings and machinery

fixed costs /fɪkst 'kɒsts/ *plural noun* business costs which do not change with the quantity of the product made

fixed deposit /fɪkst dɪ'pɒzɪt/ *noun* a deposit which pays a stated interest over a set period

fixed exchange rate /fɪkst ɪks-'tʃeɪndʒ reɪt/ *noun* a rate of exchange of one currency against another which cannot fluctuate, and can only be changed by devaluation or revaluation

fixed expenses /fɪkst ɪk'spensɪz/ *plural noun* expenses which do not vary with different levels of production, e.g. rent, secretaries' salaries and insurance

fixed income /fɪkst 'ɪnkʌm/ *noun* income which does not change from year to year (as from an annuity)

fixed-income derivatives /fɪkst ,ɪnkʌm dɪ'rɪvətɪvz/ *plural noun* derivatives which pay a fixed interest at stated dates in the future

fixed-interest /fɪkst 'ɪntrest/ *adjective* which has an interest rate which does not vary

fixed-interest investments /fɪkst ,ɪntrest ɪn'vestmənts/ *plural noun* investments producing an interest which does not change

fixed-interest securities /fɪkst ,ɪntrest sɪ'kjʊərɪtɪz/ *plural noun* securities (such as government bonds) which produce an interest which does not change

fixed-price /fɪkst 'praɪs/ *adjective* which has a price which cannot be changed

fixed-price agreement /fɪkst 'praɪs ə,ɡri:mənt/ *noun* an agreement where a company provides a service or a product at a price which stays the same for the whole period of the agreement

fixed-price offer for sale /fɪkst ,praɪs ,ɒfə fə 'seɪl/ *noun* an offer to purchase shares in a new company for a price which has been fixed at flotation (as opposed to tendering)

fixed rate /fɪkst 'reɪt/ *noun* a rate, e.g. an exchange rate, which does not change

fixed rate loan /fɪkst reɪt 'ləʊn/ *noun* a loan on which the rate of interest stays the same for the duration of the loan

fixed scale of charges /fɪkst skeɪl əv 'tʃɑ:dʒɪz/ *noun* a rate of charging which does not change

fixed-term /fɪkst 'tɜ:m/ *adjective* lasting for a fixed number of years

fixed-term product /fɪkst tɜ:m 'prɒdʌkt/ *noun* a financial product, such as a bond, which runs for a fixed number of years

fixed yield /fɪkst 'jɪld/ *noun* a percentage return which does not change

fixer /fɪksə/ *noun* a person who has a reputation for arranging business deals (often illegally)

fixing /'fɪksɪŋ/ *noun* 1. arranging ○ *the fixing of charges* ○ *the fixing of a mortgage rate* 2. a regular meeting to set a price

fl *abbreviation* guilder

FLA *abbreviation* Finance and Leasing Association

flag /flæg/ *noun* a term used by chartists to refer to a period when prices consolidate a previous advance or fall

flat /flæt/ *adjective* 1. referring to market prices which do not fall or rise, because of low demand ○ *The market was flat today.* 2. not changing in response to different conditions ■ *noun* a set of rooms for one family in a building with other sets of similar rooms ○ *He has a flat in the centre of town.* ○ *She is buying a flat close to her office.*

'...the government revised its earlier reports for July and August. Originally reported as flat in July and declining by 0.2% in August, industrial production is now seen to have risen by 0.2% and 0.1% respectively in those months' [*Sunday Times*]

flat bed imprinter /flæt bed ɪm-'prɪntə/ *noun* US same as **imprinter**

flat out /flæt 'aʊt/ *adverb* working hard or at full speed ○ *The factory worked flat out to complete the order on time.*

flat rate /flæt 'reɪt/ *noun* a charge which always stays the same ○ *a flat-rate increase of 10%* ○ *We pay a flat rate for electricity each quarter.* ○ *He is paid a flat rate of £2 per thousand.*

flat yield /flæt 'jɪld/ *noun* an interest rate as a percentage of the price paid for fixed-interest stock

fledgling companies /fledʒlɪŋ 'kʌmp(ə)nɪz/ *plural noun* companies which are just starting in business, especially companies listed on the London Stock Exchange with a capitalisation

which is too small for them to be included in the FTSE All-Share Index

fleet rental /fli:t 'rent(ə)/ *noun* an arrangement to rent all a company's cars from the same company at a special price

flexibility /'fleksɪ'bɪlɪti/ *noun* the ability to be easily changed ○ *There is no flexibility in the company's pricing policy.*

'...they calculate interest on their 'flexible' mortgage on an annual basis rather than daily. Charging annual interest makes a nonsense of the whole idea of flexibility which is supposed to help you pay off your mortgage more quickly' [*Financial Times*]

flexible /'fleksɪb(ə)/ *adjective* which can be altered or changed ○ *We try to be flexible where the advertising budget is concerned.* ○ *The company has adopted a flexible pricing policy.*

flexible mortgage /'fleksɪb(ə)l 'mɔ:ɡɪdʒ/ *noun* a mortgage that gives the borrower the freedom to change the amount and frequency of his or her mortgage payments

flexible working hours /'fleksɪb(ə)l 'wɜ:kɪŋ aʊəz/, **flexible work** /'fleksɪb(ə)l wɜ:k/ *plural noun* a system where employees can start or stop work at different hours of the morning or evening provided that they work a certain number of hours per day or week

Flexible Work Regulations /'fleksɪb(ə)l 'wɜ:k regjʊ.leɪʃ(ə)nz/ *plural noun* (in the UK) the legal right for a parent with a child under the age of 6, or with a disabled child under the age of 18, to ask that their working hours should be arranged to help them with their responsibilities

flight /flaɪt/ *noun* **1.** a journey by an aircraft, leaving at a regular time ○ *Flight AC 267 is leaving from Gate 46.* ○ *He missed his flight.* ○ *I always take the afternoon flight to Rome.* ○ *If you hurry you will catch the six o'clock flight to Paris.* **2.** a rapid movement of money out of a country because of a lack of confidence in the country's economic future ○ *The flight of capital from Europe into the USA.* ○ *The flight from the peso into the dollar.* ■ *verb* to arrange a scheduling pattern for something

flight to quality /'flaɪt tə 'kwɒləti/ *noun* a tendency of investors to buy safe blue-chip securities when the economic outlook is uncertain

flip side /'flɪp saɪd/ *noun* the negative factors (in a proposal)

float /fləʊt/ *noun* **1.** cash taken from a central supply and used for running expenses ○ *The sales reps have a float of £100 each.* **2.** the process of starting a new company by selling shares in it on the Stock Exchange ○ *The float of the new company was a complete failure.* **3.** the process of allowing a currency to settle at its own exchange rate, without any government intervention ■ *verb* **1.** □ **to float a company** to start a new company by selling shares in it on the Stock Exchange □ **to float a loan** to raise a loan on the financial market by asking banks and companies to subscribe to it **2.** to let a currency find its own exchange rate on the international markets and not be fixed ○ *The government has let sterling float.* ○ *The government has decided to float the pound.*

floater /'fləʊtə/ *noun* US a loan with a variable interest rate

floating /'fləʊtɪŋ/ *noun* □ **floating of a company** the act of starting a new company by selling shares in it on the Stock Exchange ■ *adjective* which is not fixed ○ *floating exchange rates* ○ *the floating pound*

'...in a world of floating exchange rates the dollar is strong because of capital inflows rather than weak because of the nation's trade deficit' [*Duns Business Month*]

floating charge /'fləʊtɪŋ tʃɑ:dʒ/ *noun* a charge linked to any of the company's assets of a certain type, but not to any specific item

floating rate /'fləʊtɪŋ reɪt/ *noun* **1.** same as **variable rate** **2.** an exchange rate for a currency which can vary according to market demand, and is not fixed by the government

floating-rate notes /'fləʊtɪŋ reɪt 'nəʊts/ *plural noun* eurocurrency loans arranged by a bank which are not at a fixed rate of interest. Abbreviation **FRNs**

floor /flɔ:/ *noun* **1.** the part of the room which you walk on □ **on the shop floor** in the works, in the factory, among the ordinary workers ○ *The feeling on the shop floor is that the manager does not*

know his job. **2.** all the rooms on one level in a building ○ *Her office is on the 26th floor.* (NOTE: In the UK, the floor at street level is the **ground floor**, but in the US it is the **first floor**. Each floor in the USA is one number higher than the same floor in Britain.) **3.** a bottom level of something (such as the lowest exchange rate which a government will accept for its currency or the lower limit imposed on an interest rate) ○ *The government will impose a floor on wages to protect the poor.* □ **to establish a floor at an auction** to fix the bottom price below which the seller will not sell

floor broker /'flɔː ˌbrəʊkə/ *noun* a stockbroker who is a member of a brokerage house

floor limit /'flɔː ˌlɪmɪt/ *noun* a highest sale through a credit card that a retailer can accept without having to get authorisation from the bank that issued the card

floor price /'flɔː praɪs/ *noun* a lowest price, a price which cannot go any lower

floor space /'flɔː speɪs/ *noun* an area of floor in an office or warehouse ○ *We have 3,500 square metres of floor space to let.*

floor trader /'flɔː ˌtreɪdə/ *noun* an independent trader on a Stock Exchange, who buys and sells on his or her own account

flop /flɒp/ *noun* a failure, or something which has not been successful ○ *The new model was a flop.* ■ *verb* to fail or not be a success ○ *The launch of the new shampoo flopped badly.* (NOTE: **flopping** – **flopped**)

floppy disk /ˌflɒpi ˈdɪsk/ *noun* a small disk for storing information through a computer

florin /ˈflɒrɪn/ *noun* another name for the Dutch guilder. Abbreviation **fl**

flotation /fləʊˈteɪʃ(ə)n/ *noun* □ **the flotation of a new company** the act of starting a new company by selling shares in it

flow /fləʊ/ *noun* **1.** a movement ○ *the flow of capital into a country* ○ *the flow of investments into Japan* **2.** □ **the company is suffering from cash flow problems** cash income is not coming in fast enough to pay for the expenditure going out ■ *verb* to move smoothly ○

Production is now flowing normally after the strike.

flow chart /'fləʊ tʃɑːt/, **flow diagram** /'fləʊ ˌdaɪəgræm/ *noun* a chart which shows the arrangement of work processes in a series

fluctuate /'flʌktʃueɪt/ *verb* to move up and down ○ *Prices fluctuated between £1.10 and £1.25.* ○ *The pound fluctuated all day on the foreign exchange markets.*

fluctuating /'flʌktʃueɪtɪŋ/ *adjective* moving up and down ○ *fluctuating dollar prices*

fluctuation /ˌflʌktʃu'eɪʃ(ə)n/ *noun* an up and down movement ○ *the fluctuations of the yen* ○ *the fluctuations of the exchange rate*

FNMA *abbreviation* Federal National Mortgage Association

FOB, f.o.b. *abbreviation* free on board

FOK *abbreviation* fill or kill

folio /'fəʊliəʊ/ *noun* a page with a number, especially two facing pages in an account book which have the same number ■ *verb* to put a number on a page

foot /fʊt/ *verb* □ **to foot the bill** to pay the costs □ **to foot up an account** *US* to add up a column of numbers

footings /'fʊtɪŋz/ *noun* *US* the bottom line in a bank's balance sheet (*informal*)

Footsie /'fʊtsiː/ *noun* an index based on the prices of 100 leading companies (this is the main London index) (*informal*) Full form **Financial Times-Stock Exchange 100 index**

FOR *abbreviation* free on rail

Forbes 500 /ˌfɔːbz faɪv ˈhʌndrəd/ *noun* a list of the largest US corporations, published each year in Forbes magazine

forbid /fəˈbɪd/ *verb* to tell someone not to do something, or to say that something must not be done ○ *Smoking is forbidden in our offices.* ○ *The contract forbids resale of the goods to the USA.* ○ *Staff are forbidden to speak directly to the press.* (NOTE: **forbidding** – **forbade** – **forbidden**)

force /fɔːs/ *noun* **1.** strength □ **to be in force** to be operating or working ○ *The rules have been in force since 1986.* □ **to**

come into force to start to operate or work ○ *The new regulations will come into force on January 1st.* **2.** a group of people ■ **verb** to make someone do something ○ *Competition has forced the company to lower its prices.* ○ *After the takeover several of the managers were forced to take early retirement.*

force down /fɔ:s 'daʊn/ **verb** to make something such as prices become lower □ **to force prices down** to make prices come down ○ *Competition has forced prices down.*

forced sale /fɔ:st 'seɪl/ **noun** a sale which takes place because a court orders it or because it is the only way to avoid a financial crisis

force majeure /fɔ:s mə'ʒɜ:/ **noun** something which happens which is out of the control of the parties who have signed a contract, e.g. a strike, war or storm

force up /fɔ:s 'ʌp/ **verb** to make something become higher □ **to force prices up** to make prices go up ○ *The war forced up the price of oil.*

forecast /'fɔ:kə:st/ **noun** a description or calculation of what will probably happen in the future ○ *The chairman did not believe the sales director's forecast of higher turnover.* ■ **verb** to calculate or to say what will probably happen in the future ○ *She is forecasting sales of £2m.* ○ *Economists have forecast a fall in the exchange rate.* (NOTE: **forecasting – forecast**)

forecast dividend /'fɔ:kə:st 'dɪvɪdend/ **noun** a dividend which a company expects to pay at the end of the current year. Also called **prospective dividend**

forecaster /'fɔ:kə:stə/ **noun** a person who says what he or she thinks will happen in the future

forecasting /'fɔ:kə:stɪŋ/ **noun** the process of calculating what will probably happen in the future ○ *Manpower planning will depend on forecasting the future levels of production.*

foreclose /fɔ:'kleʊz/ **verb** to acquire a property because the owner cannot repay money which he or she has borrowed (using the property as security)

foreclosure /fɔ:'kleʊzəl/ **noun** an act of foreclosing

foreign /'fɔ:rɪn/ **adjective** not belonging to your own country ○ *Foreign cars have flooded our market.* ○ *We are increasing our trade with foreign countries.* □ **foreign banks or foreign branches** banks from other countries which have branches in a country

'...a sharp setback in foreign trade accounted for most of the winter slowdown' [*Fortune*]

foreign currency /'fɔ:rɪn 'kʌrənsi/ **noun** money of another country

foreign currency account /'fɔ:rɪn 'kʌrənsi ə,kəʊnt/ **noun** a bank account in the currency of another country, e.g. a dollar account in a British bank

foreign currency reserves /'fɔ:rɪn 'kʌrənsi rɪ,zɜ:vz/ **plural noun** a country's reserves held in currencies of other countries. Also called **foreign exchange reserves, international reserves**

'...the treasury says it needs the cash to rebuild its foreign reserves which have fallen from \$19 billion when the government took office to \$7 billion in August' [*Economist*]

foreign direct investment /'fɔ:rɪn ,daɪrekt ɪn'vestmənt/ **noun** an investment in a developing country by foreign companies or governments. Abbreviation **FDI**

foreign exchange /'fɔ:rən ɪks-'tʃeɪndʒ/ **noun** **1.** the business of exchanging the money of one country for that of another **2.** foreign currencies

'...the dollar recovered a little lost ground on the foreign exchanges yesterday' [*Financial Times*]

foreign exchange broker /'fɔ:rən ɪks'tʃeɪndʒ ,brəʊkə/, **foreign exchange dealer** **noun** a person who deals on the foreign exchange market

foreign exchange dealing /'fɔ:rən ɪks'tʃeɪndʒ ,di:ɪlɪŋ/ **noun** the business of buying and selling foreign currencies

foreign exchange desk /'fɔ:rən ɪks'tʃeɪndʒ desk/ **noun** a section of a bank which deals with foreign exchange transactions

foreign exchange market /'fɔ:rən ɪks'tʃeɪndʒ ,mɑ:kɪt/ **noun** **1.** a market where people buy and sell foreign currencies ○ *She trades on the foreign exchange market.* **2.** dealings in foreign currencies ○ *Foreign exchange markets were very active after the dollar devalued.*

foreign exchange reserves

/ˈfɒrɪn ɪks'tʃeɪndʒ rɪˌzɜːvz/ *plural noun* foreign money held by a government to support its own currency and pay its debts

foreign exchange transaction

/ˈfɒrɪn ɪks'tʃeɪndʒ trænzækʃən/ *noun* a purchase or sale of foreign currency

foreign exchange transfer

/ˈfɒrɪn ɪks'tʃeɪndʒ trænsfɜː/ *noun* the sending of money from one country to another

foreign investments

/ˈfɒrɪn ɪnˈvestmənts/ *plural noun* money invested in other countries

foreign money order

/'mʌni/ *noun* a money order in a foreign currency which is payable to someone living in a foreign country

Foreign Office

/'fɒrɪn ˌɒfɪs/ *noun* a ministry dealing with a country's relations with foreign countries

foreign rights

/ˈfɒrɪn 'raɪtɪz/ *plural noun* a legal entitlement to sell something in a foreign country, such as the right to translate a book into a foreign language

foreign trade

/'fɒrɪn treɪd/ *noun* a trade with other countries

forex

/'fɔːrɛks/, **Forex** *noun* same as foreign exchange

'...the amount of reserves sold by the authorities were not sufficient to move the \$200 billion Forex market permanently' [*Duns Business Month*]

forfeiting

/'fɔːfɪtɪŋ/ *noun* providing finance for exporters, where an agent (the forfeiter) accepts a bill of exchange from an overseas customer; he buys the bill at a discount, and collects the payments from the customer in due course

forfeit

/'fɔːfɪt/ *noun* the fact of having something taken away as a punishment
 □ **the goods were declared forfeit** the court said that the goods had to be taken away from the person who was holding them
 ■ *verb* to have something taken away as a punishment
 □ **to forfeit a patent** to lose a patent because payments have not been made
 □ **to forfeit a deposit** to lose a deposit which was left for an item because you have decided not to buy that item

forfeit clause

/'fɔːfɪt kluːz/ *noun* a clause in a contract which says that

goods or a deposit will be taken away if the contract is not obeyed

forfeiture

/'fɔːfɪtʃə/ *noun* the act of forfeiting a property

for hire contract

/fə 'haɪə ˌkɒntrækt/ *noun* **US** a freelance contract

forint

/'fɒrɪnt/ *noun* a unit of currency used in Hungary

form

/'fɔːm/ *noun* **1.** □ **form of words**

words correctly laid out for a legal document
 □ **receipt in due form** a correctly written receipt
2. an official printed paper with blank spaces which have to be filled in with information
 ○ *a pad of order forms*
 ○ *You have to fill in form A20.*
 ○ *Each passenger was given a customs declaration form.*
 ○ *The reps carry pads of order forms.*
 ■ *verb* to start, create or organise something
 ○ *The brothers have formed a new company.*

Form 1099

/'fɔːm ˌten naɪnti 'naɪn/ *noun* **US** a statement from a bank or stockbroker, giving details of interest payments or dividends received, which a taxpayer sends on to the IRS

forma

/'fɔːmə/ *noun* □ **pro forma**

formal

/'fɔːm(ə)l/ *adjective* clearly and legally written
 ○ *to make a formal application*
 ○ *to send a formal order*
 ○ *Is this a formal job offer?*
 ○ *The factory is prepared for the formal inspection by the government inspector.*

formal documents

/'fɔːm(ə)l ˈdɒkjumənts/ *plural noun* documents giving full details of a takeover bid

formality

/'fɔːmələti/ *noun* something which has to be done to obey the law

formation

/'fɔːmeɪʃ(ə)n/, **forming**
 /'fɔːmɪŋ/ *noun* the act of organising
 ○ *the formation of a new company*

form letter

/'fɔːm 'letə/ *noun* a letter which can be sent without any change to several correspondents (such as a letter chasing payment)

formula investing

/'fɔːmjələ ɪnˈvestɪŋ/ *noun* a method of investing according to a set plan (such as purchasing a certain value of shares each month, or only investing in shares of companies with a capitalisation of less than £25m)

fortune

/'fɔːtʃən/ *noun* a large amount of money
 ○ *He made a fortune*

from investing in oil shares. ○ She left her fortune to her three children.

Fortune 500 /'fɔ:tʃən faɪv 'hʌndrəd/ *noun* the 500 largest companies in the USA, as listed annually in Fortune magazine

forward /'fɔ:wəd/ *adjective* in advance or to be paid at a later date ■ *adverb* □ **to date a cheque forward** to put a later date than the present one on a cheque

forwardation /'fɔ:wəd'eɪf(ə)n/ *noun* a cash price which is lower than the forward price (NOTE: The opposite is **backwardation**.)

forward buying /'fɔ:wəd 'baɪɪŋ/ *noun* the act of buying shares, currency or commodities at today's price for delivery at a later date

forward contract /'fɔ:wəd ,kɒntrækt/ *noun* a one-off agreement to buy foreign currency or shares or commodities for delivery at a later date at a specific price

forward cover /'fɔ:wəd ,kʌvə/ *noun* an arrangement to cover the risks on a forward contract

forward dealing /'fɔ:wəd ,di:ɪlɪŋ/ *noun* the activity of buying or selling commodities forward

forward delivery /'fɔ:wəd dɪ-'lɪv(ə)rɪ/ *noun* a delivery at some date in the future which has been agreed between the buyer and seller

forwarder /'fɔ:wədə/ *noun* a person or company that arranges shipping and customs documents for several shipments from different companies, putting them together to form one large shipment

forwarding /'fɔ:wədɪŋ/ *noun* the act of arranging shipping and customs documents

forwarding address /'fɔ:wədɪŋ ə-'dres/ *noun* the address to which a person's mail can be sent on

forwarding agent /'fɔ:wədɪŋ ,eɪdʒənt/ *noun* a person or company which arranges shipping and customs documents

forwarding instructions /'fɔ:wədɪŋ ɪn'strʌkʃənz/ *plural noun* instructions showing how the goods are to be shipped and delivered

forward integration /'fɔ:wəd ɪntə-'greɪf(ə)n/ *noun* a process of expansion in which a company becomes its own distributor or takes over a company in the same line of business as itself ○ *Forward integration will give the company greater control over its selling.* ○ *Forward integration has brought the company closer to its consumers and has made it aware of their buying habits.* Compare **backward integration**

forward margin /'fɔ:wəd 'mɑ:dʒɪn/ *noun* the difference between the current (or spot) price and the forward price

forward market /'fɔ:wəd 'mɑ:kɪt/ *noun* a market for purchasing foreign currency, oil or commodities for delivery at a later date

forward sales /'fɔ:wəd seɪlz/ *plural noun* the sales of shares, commodities or foreign exchange for delivery at a later date

forward trading /'fɔ:wəd ,treɪdɪŋ/ *noun* the activity of buying or selling commodities forward

foul bill of lading /'faʊl bɪl əv 'leɪdɪŋ/ *noun* a bill of lading which says that the goods were in bad condition when received by the shipper

founder /'faʊndə/ *noun* a person who starts a company

founder's shares /'faʊndəz 'ʃeəz/ *noun* special shares issued to the person who starts a company

401(k) plan /'fɔ: əʊ wʌn 'keɪ plæn/ *noun* *US* a personal pension plan arranged by an employer for a member of staff, invested in bonds, mutual funds or stock (the employee contributes a proportion of salary, on which tax is deferred; the employer can also make contributions)

fourth market /fɔ:θ 'mɑ:kɪt/ *noun* *US* trading in securities which is carried between financial institutions, without going through the stock market

fourth quarter /fɔ:θ 'kwɔ:tə/ *noun* a period of three months from 1st October to the end of the year

fraction /'frækʃən/ *noun* a very small amount ○ *Only a fraction of the new share issue was subscribed.*

fractional /'frækʃənl/ *adjective* very small

fractional certificate /'frækʃənəl sə'tɪfɪkət/ *noun* a certificate for part of a share

fractional reserve /,frækʃənəl rɪ-'zɜ:v/ *noun* a reserve held by a bank which is a small proportion of its total deposits

fragile /'frædʒaɪl/ *adjective* which can be easily broken ○ *There is an extra premium for insuring fragile goods in shipment.*

fragility /frə'dʒɪlɪti/ *noun* the fact of being weak or likely to collapse □ **financial fragility** the fact of being in a weak position financially

franc /fræŋk/ *noun* **1.** a former unit of currency in France and Belgium ○ *French francs or Belgian francs* **2.** a unit of currency in Switzerland and several other currencies ○ *It costs twenty-five Swiss francs.*

franchise /'fræntʃaɪz/ *noun* a licence to trade using a brand name and paying a royalty for it ○ *He's bought a printing franchise or a pizza franchise.* ■ *verb* to sell licences for people to trade using a brand name and paying a royalty ○ *His sandwich bar was so successful that he decided to franchise it.*

'...many new types of franchised businesses will join the ranks of the giant chains of fast-food restaurants, hotels and motels and rental car agencies' [*Franchising Opportunities*]

franchisee /,fræntʃaɪ'zi:/ *noun* a person who runs a franchise

franchiser /'fræntʃaɪzə/ *noun* a person who licenses a franchise

franchising /'fræntʃaɪzɪŋ/ *noun* the act of selling a licence to trade as a franchise ○ *He runs his sandwich chain as a franchising operation.*

franchising operation /'fræntʃaɪzɪŋ ɒpə'reɪʃ(ə)n/ *noun* an operation involving selling licences to trade as a franchise

franchisor /'fræntʃaɪzə/ *noun* another spelling of **franchiser**

franco /'fræŋkəʊ/ *adverb* free

franc zone /'fræŋk zəʊn/ *noun* a currency area consisting of the former French colonies in Africa or in the Pacific (it uses the CFA franc or the CFP franc as unit of currency)

Frankfurt /'fræŋkfɜ:t/ the main financial centre in Germany

Frankfurter Allgemeine Zeitung *noun* a daily newspaper published in Frankfurt

Frankfurt Interbank Offered Rate /,fræŋkfɜ:t ɪntə'bæŋk 'ɒfəd reɪt/ *noun* a rate used for calculating loans on the Frankfurt money markets. Abbreviation **FIBOR**

fraud /frɔ:d/ *noun* an act of making money by making people believe something which is not true ○ *He got possession of the property by fraud.* ○ *She was accused of frauds relating to foreign currency.* □ **to obtain money by fraud** to obtain money by saying or doing something to cheat someone

fraud squad /'frɔ:d skwɒd/ *noun* the special police department which investigates frauds

fraudulent /'frɔ:djələnt/ *adjective* not honest, or aiming to cheat people ○ *a fraudulent transaction*

fraudulently /'frɔ:djələntli/ *adverb* not honestly ○ *goods imported fraudulently*

fraudulent misrepresentation /,frɔ:djələnt mɪs'reprɪzen'teɪʃ(ə)n/ *noun* the act of making a false statement with the intention of tricking a customer

FRB abbreviation **1.** Federal Reserve Bank **2.** Federal Reserve Board

Freddie Mac /,fredɪ 'mæk/ *noun* US same as **Federal Home Loan Mortgage Corporation** (*informal*)

free /fri:/ *adjective, adverb* **1.** not costing any money ○ *I have been given a free ticket to the exhibition.* ○ *The price includes free delivery.* ○ *All goods in the store are delivered free.* ○ *A catalogue will be sent free on request.* □ **free of charge** with no payment to be made **2.** with no restrictions □ **free of tax** with no tax having to be paid ○ *Interest is paid free of tax.* □ **free of duty** with no duty to be paid ○ *to import wine free of duty* ■ *verb* to make something available or easy ○ *The government's decision has freed millions of pounds for investment.*

'American business as a whole is increasingly free from heavy dependence on manufacturing' [*Sunday Times*]

free capital /fri: 'kæpɪt(ə)l/ *noun* an amount of a company's capital in shares which are available for trading on a Stock Exchange

free collective bargaining /,fri: kəˌlektɪv 'bɑ:gɪnɪŋ/ *noun* negotiations between management and trade unions about wage increases and working conditions

free competition /,fri: kɒmpə- 'tɪʃ(ə)n/ *noun* the fact of being free to compete without government interference

free currency /,fri: 'kʌrənsɪ/ *noun* a currency which is allowed by the government to be bought and sold without restriction

free enterprise /,fri: 'entəpraɪz/ *noun* a system of business free from government interference

freefall /'fri:fɔ:l/ *noun* a sudden collapse of prices ○ *On the news of the devaluation the stock market went into freefall.*

free gift /fri: 'ɡɪft/ *noun* a present given by a shop to a customer who buys a specific amount of goods ○ *There is a free gift worth £25 to any customer buying a washing machine.*

freeholder /'fri:həʊldə/ *noun* a person who owns a freehold property

freehold property /'fri:həʊld 'prɒpəti/ *noun* property which the owner holds for ever and on which no rent is paid

free issue /fri: 'ɪʃu:/ *noun* same as scrip issue

free market /fri: 'mɑ:kɪt/ *noun* a market in which there is no government control of supply and demand, and the rights of individuals and organisations to physical and intellectual property are upheld

free market economy /fri: 'mɑ:kɪt ɪ'kɒnəmi/ *noun* a system where the government does not interfere in business activity in any way

free on board /,fri: ɒn 'bɔ:d/ *adjective* including in the price all the seller's costs until the goods are on the ship for transportation. Abbreviation **f.o.b.**

free online sessions /fri: 'ɒnlaɪn 'seʃ(ə)nz/ *plural noun* the number of times a customer can access his online bank account without paying a charge

free period /fri: 'friəriəd/ *noun* the period of grace allowed to credit card holders before payment for credit card purchases is demanded

freephone /'fri:fəʊn/, **freefone** *noun* a system where you can telephone to reply to an advertisement, to place an order or to ask for information and the seller pays for the call

free port /'fri: pɔ:t/ *noun* a port where there are no customs duties to be paid

freepost /'fri:pəʊst/ *noun* a system where someone can write to an advertiser to place an order or to ask for information to be sent, without paying for a stamp. The company paying for the postage on receipt of the envelope.

free reserves /fri: rɪ'zɜ:vz/ *plural noun* the part of a bank's reserves which are above the statutory level and so can be used for various purposes as the bank wishes

free sample /fri: 'sɑ:mpl̩/ *noun* a sample given free to advertise a product

free-standing /fri: 'stændɪŋ/ *adjective* standing separately, not attached to a wall

free-standing additional voluntary contribution /fri: 'stændɪŋ ə,dɪʃ(ə)nəl 'vɒlənt(ə)rɪ 'kɒntrɪ'bju:ʃ(ə)nəl/ *noun* a payment made by an individual into an independent pension fund to supplement an occupational pension scheme (the anticipated benefits from the two schemes together must be less than the maximum permitted under the rules laid down by the Inland Revenue). Abbreviation **FSAVC**

free-standing additional voluntary contributions plan /fri: 'stændɪŋ ə,dɪʃ(ə)nəl 'vɒlənt(ə)rɪ 'kɒntrɪ'bju:ʃ(ə)nəl/ *noun* a separate pension plan taken out by an individual in addition to a company pension scheme

free trade /fri: 'treɪd/ *noun* a system where goods can go from one country to another without any restrictions

'...can free trade be reconciled with a strong dollar resulting from floating exchange rates?' [Duns Business Month]

free trade area /fri: 'treɪd 'eəriə/ *noun* a group of countries practising free trade

free trader /fri: 'treɪdə/ *noun* a person who is in favour of free trade

'...free traders hold that the strong dollar is the primary cause of the nation's trade problems' [Duns Business Month]

free trade zone /fri: 'treɪd zəʊn/ *noun* an area where there are no customs duties

free trial /fri: 'traɪəl/ *noun* an opportunity to test a machine or product with no payment involved

freeze /fri:z/ *noun* □ **a freeze on wages and prices** period when wages and prices are not allowed to be increased ■ **verb** to keep something such as money or costs at their present level and not allow them to rise ○ *to freeze wages and prices* ○ *to freeze credits* ○ *to freeze company dividends* ○ *We have frozen expenditure at last year's level.* (NOTE: **freezing** – **froze** – **frozen**)

freeze out /fri:z 'aʊt/ *verb* □ **to freeze out the competition** to trade successfully and cheaply and so prevent competitors from operating

freight /freɪt/ *noun* the cost of transporting goods by air, sea or land ○ *At an auction, the buyer pays the freight.*

freightage /'freɪtɪdʒ/ *noun* the cost of transporting goods

freight charges /'freɪt ˌtʃɑ:dʒɪz/ *plural noun* money charged for transporting goods ○ *Freight charges have gone up sharply this year.*

freight costs /'freɪt kɒsts/ *plural noun* money paid to transport goods

freight forward /freɪt 'fɔ:wəd/ *noun* a deal where the customer pays for transporting the goods

freight forwarder /'freɪt 'fɔ:wədə/ *noun* a person or company that arranges shipping and customs documents for several shipments from different companies, putting them together to form one large shipment

...the airline will allow freight forwarder customers to track and trace consignments on the airline's website' [*Lloyd's List*]

freight rates /'freɪt reɪts/ *plural noun* charges for transporting goods

frequent flier /'fri:kwənt 'flaɪə/ *noun* a person who flies regularly, usually on business

friendly society /'frendli sə,səɪəti/ *noun* a group of people who pay regular subscriptions which are used to help members of the group when they are ill or in financial difficulties

fringe benefit /frɪndʒ 'benɪfɪt/ *noun* an extra item given by a company to

workers in addition to a salary, e.g. company cars or private health insurance ○ *The fringe benefits make up for the poor pay.* ○ *Use of the company recreation facilities is one of the fringe benefits of the job.*

FRN *abbreviation* floating rate note

front /frʌnt/ *noun* a business or person used to hide an illegal trade ○ *His restaurant is a front for a drugs organisation.*

front-end /frʌnt 'end/ *adjective* referring to the start of an investment or insurance

front-end fee /frʌnt 'end fi:/ *noun* an initial loading of the management charges into the first premium paid for an insurance

front-end loaded /'frʌnt end ˌləʊdɪd/ *adjective* referring to an insurance or investment scheme where most of the management charges are incurred in the first year of the investment or insurance, and are not spread out over the whole period. Compare **back-end loaded**

front man /'frʌnt mæn/ *noun* a person who seems honest but is hiding an illegal trade

front office /frʌnt 'ɒfɪs/ *noun* the front-line staff and support staff in a financial institution

front-running /frʌnt 'rʌnɪŋ/ *noun* *US* the act of buying shares or options because you have heard of a large order to purchase which is coming ○ *They were accused of persistent front-running.*

frozen /'frəʊz(ə)n/ *adjective* not allowed to be changed or used ○ *Wages have been frozen at last year's rates.* □ **his assets have been frozen by the court** the court does not allow him to sell his assets. ▶ **freeze**

frozen account /'frəʊz(ə)n ə,kʌʊnt/ *noun* a bank account where the money cannot be moved or used because of a court order

frozen assets /'frəʊz(ə)n 'æsɪts/ *plural noun* a company's assets which by law cannot be sold because someone has a claim against them

frozen credits /'frəʊz(ə)n 'kredɪtɪz/ *plural noun* credits in an account which cannot be moved

FSA *abbreviation* Financial Services Authority

FSAVC *abbreviation* free-standing additional voluntary contribution

FT *abbreviation* Financial Times

FT Actuaries Share Indices /,ɛf tiː ˌæktʃʊəriz 'ʃeə ˌɪndɪsɪz/ *plural noun* several indices based on prices on the London Stock Exchange, which are calculated by and published in the Financial Times in conjunction with the Institute of Actuaries and the Faculty of Actuaries. ♦ **Financial Times**

FTSE 100 /,fʊtsi wən ˈhʌndrəd/ *noun* an index based on the prices of one hundred leading companies (this is the main London index)

‘...the benchmark FTSE 100 index ended the session up 94.3 points’ [*Times*]

FTSE 100 index-tracking unit trust /,fʊtsi wən ˈhʌndrəd ˌɪndeks ˌtrækiŋ ˈjuːnɪt trʌst/ *noun* a unit trust that follows the FTSE 100

FTSE 350 Index /,fʊtsi θriː ˈfɪfti ˌɪndeks/ *noun* an index based on the market price of 350 companies listed on the London Stock Exchange (it includes the companies on the FTSE 100 Index and FTSE 250 Index)

FTSE All-Share Index /,fʊtsi ˈɔːl ʃeə ˌɪndeks/ *noun* an index based on the market price of about 840 companies listed on the London Stock Exchange (it includes the companies on the FTSE 100 Index, the 250 Index, plus companies in other indices) (NOTE: Also simply called the **All-Share Index**.)

FTSE All-Share tracker /,fʊtsi ˈɔːl ʃeə ˌtrækə/ *noun* a fund which tracks the FTSE All-Share index

FTSE All-Small Index /,fʊtsi ɔːl ˈsmɔːl ˌɪndeks/ *noun* an index covering the FTSE SmallCap companies, plus about 750 fledgling companies which are too small to be included in the All-Share Index

FTSE Eurotop 300 Index /,fʊtsi ˌjʊərəʊtɒp θriː ˈhʌndrəd ˌɪndeks/ *noun* an index of 300 leading European shares, quoted in euros

FTSE Mid 250 Share Index /,fʊtsi mɪd tuː ˌfɪfti ˈʃeə ˌɪndeks/ *noun* an index based on the market prices of 250 companies capitalised at between £300m and £2.5bn (this is about 16% of the total stock market capitalisation)

FTSE Small Cap Index /,fʊtsi smɔːl ˈkæp ˌɪndeks/ *noun* an index which covers about 500 smaller companies which are too small to be included in the two main indices

fulfil /fʊlˈfɪl/ *verb* to complete something in a satisfactory way ○ *The clause regarding payments has not been fulfilled.* (NOTE: The US spelling is **fulfill**.) □ **to fulfil an order** to supply the items which have been ordered ○ *We are so understaffed that we cannot fulfil any more orders before Christmas.*

fulfilment /fʊlˈfɪlmənt/ *noun* the act of carrying something out in a satisfactory way (NOTE: The US spelling is **fulfillment**.)

full /fʊl/ *adjective* **1.** complete, including everything □ **we are working at full capacity** we are doing as much work as possible □ **in full discharge of a debt** paying a debt completely **2.** □ **in full** completely ○ *a full refund* or *a refund paid in full* ○ *Give your full name and address or your name and address in full.* ○ *He accepted all our conditions in full.*

‘...a tax-free lump sum can be taken partly in lieu of a full pension’ [*Investors Chronicle*]

full costs /fʊl ˈkɒsts/ *plural noun* all the costs of manufacturing a product, including both fixed and variable costs

full cover /fʊl ˈkʌvə/ *noun* insurance cover against all risks

full employment /fʊl ɪmˈplɔɪmənt/ *noun* a situation where all the people who can work have jobs

full listing /fʊl ˈlɪstɪŋ/ *noun* the listing of a company on the London Stock Exchange (as opposed to trading on the USM market)

full price /fʊl praɪs/ *noun* a price with no discount ○ *She bought a full-price ticket.*

full rate /fʊl ˈreɪt/ *noun* the full charge, with no reductions

full refund /fʊl ˈrɪːfʌnd/ *noun* a refund of all the money paid ○ *He got a full refund when he complained about the service.*

full repairing lease /fʊl rɪˈpeərɪŋ liːs/ *noun* a lease where the tenant has to pay for all repairs to the property

full-scale /fʊl skeɪl/ *adjective* complete or very thorough ○ *The MD or-*

dered a full-scale review of credit terms.
 ○ *The HR department will start a full-scale review of the present pay structure.*

'...the administration launched a full-scale investigation into maintenance procedures' [Fortune]

full-service /fʊl 'sɜ:vɪs/ *adjective* that provides a full service

full-service banking /fʊl 'sɜ:vɪs 'bæŋkɪŋ/ *noun* banking that offers a whole range of services (including mortgages, loans, pensions, etc.)

full-service broker /fʊl 'sɜ:vɪs 'brəʊkə/ *noun* a broker who manages portfolios for clients, and gives advice on shares and financial questions in general (as opposed to an execution-only broker or discount broker)

full-time /'fʊl taɪm/ *adjective, adverb* working all the normal working time, i.e. about eight hours a day, five days a week ○ *She's in full-time work* or *She works full-time* or *She's in full-time employment.* ○ *He is one of our full-time staff.*

full-time employment /'fʊl taɪm ɪm'plɔɪmənt/ *noun* work for all of a working day ○ *to be in full-time employment*

fully /'fʊli/ *adverb* completely □ **the offer was fully subscribed** all the shares on offer were applied for, so the underwriters to the issue were not forced to buy any □ **the shares are fully valued** the market price of the shares is high enough, possibly too high

'...issued and fully paid capital is \$100 million' [Hongkong Standard]

fully diluted earnings per share /'fʊli daɪlʊtɪd ɜ:nɪŋz pə 'ʃeə/, **fully diluted EPS** /'fʊli daɪlʊtɪd ɪ: pi: 'es/ *plural noun* earnings per share calculated over the whole number of shares assuming that convertible shares have been converted to ordinary shares

fully diluted shares /'fʊli daɪlʊtɪd 'ʃeəz/ *plural noun* total number of shares which includes convertible shares, stock options, etc.

fully-paid shares /'fʊli peɪd 'ʃeəz/ *plural noun* shares for which the full face value has been paid

fully paid-up capital /'fʊli peɪd ʌp 'kæpɪt(ə)l/ *noun* all money paid for the issued capital shares

function key /'fʌŋkʃən ki:/ *noun* a key switch that has been assigned a particular task or sequence of instructions

fund /fʌnd/ *noun* **1.** money set aside for a special purpose **2.** money invested in an investment trust as part of a unit trust, or given to a financial adviser to invest on behalf of a client. ♦ **funds** ■ *verb* to provide money for a purpose ○ *The company does not have enough resources to fund its expansion programme.* □ **to fund a company** to provide money for a company to operate '...the S&L funded all borrowers' development costs, including accrued interest' [Barrons]

fundamental /fʌndə'ment(ə)l/ *adjective* basic or most important

fundamental issues /fʌndə'ment(ə)l 'ɪʃu:z/ *plural noun* matters relating to a company's profits or assets

fundamental research /fʌndə'ment(ə)l rɪ'sɜ:tʃ/, **fundamental analysis** /fʌndə'ment(ə)l ə'næləsɪs/ *noun* an examination of the basic factors which affect a market

fundamentals /fʌndə'ment(ə)lz/ *plural noun* the basic realities of a stock market or of a company (such as its assets, profitability and dividends)

funded /'fʌndɪd/ *adjective* backed by long-term loans ○ *long-term funded capital*

funded debt /fʌndɪd 'det/ *noun* the part of the British National Debt which pays interest, but with no date for repayment of the principal

funding /'fʌndɪŋ/ *noun* **1.** money for spending ○ *The bank is providing the funding for the new product launch.* **2.** the act of changing a short-term debt into a long-term loan ○ *The capital expenditure programme requires long-term funding.*

fund management /'fʌnd ,mænɪdʒmənt/ *noun* the business of dealing with the investment of sums of money on behalf of clients

fund manager /'fʌnd ,mænɪdʒə/ *noun* **1.** a person who invests money on behalf of clients **2.** a person who manages the investments made by a fund in such a way as to fulfill the fund's stated objectives

funds /fʌndz/ *plural noun* **1.** money which is available for spending ○ *The*

company has no funds to pay for the research programme. ♦ **insufficient funds** □ the company called for extra funds the company asked for more money □ **to convert funds to another purpose** to use money for a wrong purpose □ **to convert funds to your own use** to use someone else's money for yourself 2. government stocks and securities

'...small innovative companies have been hampered for lack of funds' [Sunday Times]

'...the company was set up with funds totalling NorKr 145m' [Lloyd's List]

fungibility /ˌfʌndʒə'bɪlɪti/ *noun* being exchangeable for something similar

fungible /ˌfʌndʒəb(ə)l/ *adjective* referring to a security which can be exchanged for another of the same type

funny money /ˈfʌni ˌmʌni/ *noun* strange types of shares or bonds offered by companies or their brokers, which are not the usual forms of loan stock

future /ˈfjuːtʃə/ *adjective* referring to time to come or to something which has

not yet happened ■ *noun* the time which has not yet happened ○ Try to be more careful in future. ○ In future all reports must be sent to Australia by air.

future delivery /ˌfjuːtʃə drɪ'lv(ə)ri/ *noun* delivery at a later date

futures /ˈfjuːtʃəz/ *plural noun* shares, currency or commodities that are bought or sold for now for delivery at a later date ○ Gold rose 5% on the commodity futures market yesterday.

'...cocoa futures plummeted in November to their lowest levels in seven years' [Business in Africa]

futures contract /ˈfjuːtʃəz ˌkɒntrækt/ *noun* a contract for the purchase of commodities for delivery at a date in the future

COMMENT: A futures contract is a contract to purchase; if investors are bullish, they will buy a contract, but if they feel the market will go down, they will sell one.

futures exchange /ˈfjuːtʃəz ɪks-ˌtʃeɪndʒ/ *noun* a commodity market which only deals in futures

G

G10 *abbreviation* Group of Ten

G5 *abbreviation* Group of Five

G7 *abbreviation* Group of Seven

G8 *abbreviation* Group of Eight

GAAP *abbreviation* Generally Accepted Accounting Principles

GAB *abbreviation* General Arrangements to Borrow

gain /geɪn/ *noun* **1.** an increase, or the act of becoming larger □ **gain in profitability** the act of becoming more profitable **2.** an increase in profit, price or value ○ *Oil shares showed gains on the Stock Exchange.* ○ *Property shares put on gains of 10%-15%.* ■ *verb* **1.** to get or to obtain ○ *He gained some useful experience working in a bank.* □ **to gain control of a business** to buy more than 50% of the shares so that you can direct the business **2.** to rise in value ○ *The dollar gained six points on the foreign exchange markets.*

galloping inflation /ˌgæləpɪŋ ɪn-ˈfleɪʃ(ə)n/ *noun* very rapid inflation which is almost impossible to reduce

gamma shares /ˈgæmə ʃeəz/, **gamma securities** /ˈgæmə sɪ-ˌkjʊərətɪz/, **gamma stocks** /ˈgæmə stɒks/ *plural noun* shares of companies which are not frequently traded on the London Stock Exchange, but which are listed

gap /ɡæp/ *noun* an empty space □ **gap in the market** an opportunity to make a product or provide a service which is needed but which no one has sold before ○ *to look for or to find a gap in the market* ○ *This laptop has filled a real gap in the market.*

‘...these savings are still not great enough to overcome the price gap between American products and those of other nations’ [*Duns Business Month*]

gap financing /ˈɡæp ˌfaɪnænsɪŋ/ *noun* arranging extra loans (such as a

bridging loan) to cover a purchase not covered by an existing loan

garage /ˈɡærɪdʒ, ˈɡærɑːʒ/ *noun* a part of the trading floor on the New York Stock Exchange ■ *verb* to put assets into another company so as to reduce tax liability

garnish /ˈɡɑːnɪʃ/ *verb* *US* to withhold salary or property because a person has debts or taxes which are unpaid

garnishee /ˌɡɑːnɪˈʃiː/ *noun* a person who owes money to a creditor and is ordered by a court to pay that money to a creditor of the creditor, and not to the creditor himself

garnishee order /ˌɡɑːnɪˈʃiː ˌɔːdə/ *noun* a court order, making a garnishee pay money not to the debtor, but to a third party

garnishment /ˈɡɑːnɪʃmənt/ *noun* same as **garnishee order**

GATT *abbreviation* General Agreement on Tariffs and Trade

gazump /ɡəˈzʌmp/ *verb* to stop someone buying a property for which he or she has already agreed a price with the seller by offering a higher price

gazumping /ɡəˈzʌmpɪŋ/ *noun* the practice of offering a higher price for a house than another buyer has already agreed with the seller

GDP *abbreviation* gross domestic product

gear /ɡɪə/ *verb* to link something to something else □ **salary geared to the cost of living** salary which rises as the cost of living increases

gearing /ˈɡɪərɪŋ/ *noun* the act of borrowing money at fixed interest which is then used to produce more money than the interest paid

COMMENT: High gearing (when a company is said to be ‘highly geared’) indicates that the level of borrowings is high

when compared to its ordinary share capital. A lowly-g geared company has borrowings which are relatively low. High gearing has the effect of increasing a company's profitability when the company's trading is expanding. If the trading pattern slows down, then the high interest charges associated with gearing will increase the rate of slowdown.

GEB *abbreviation* Guaranteed Equity Bond

geisha bond /'geɪʃə bɒnd/ *noun* a bond placed by a non-Japanese borrower in Japan, in a currency other than the yen

general /'dʒen(ə)rəl/ *adjective* 1. ordinary or not special 2. dealing with everything or with everybody

General Agreement on Tariffs and Trade /,dʒen(ə)rəl ə,ɡri:mənt ɒn 'θærɪfs ən 'treɪd/ *noun* an international agreement to try to reduce restrictions in trade between countries (replaced in 1998 by the World Trade Organization). Abbreviation **GATT**. ♦ **World Trade Organization**

General Arrangements to Borrow /,dʒen(ə)rəl ə,ri:ndʒmənts tə 'bɒrəʊ/ *plural noun* an agreement between members of the G10 group of countries, by which members make funds available to the IMF to cover loans which it makes. Abbreviation **GAB**

general audit /,dʒen(ə)rəl 'ɔ:ɪt/ *noun* a process of examining all the books and accounts of a company

general average /'dʒen(ə)rəl 'æv(ə)rɪdʒ/ *noun* a process by which the cost of lost goods is shared by all parties to an insurance (in cases where some goods have been lost in an attempt to save the rest of the cargo)

general expenses /,dʒen(ə)rəl ɪk-'spensɪz/ *plural noun* all kinds of minor expenses, the money spent on the day-to-day costs of running a business

general fund /'dʒen(ə)rəl fʌnd/ *noun* a unit trust with investments in a variety of stocks

general insurance /,dʒen(ə)rəl ɪn-'ʃʊərəns/ *noun* insurance covering all kinds of risk, e.g. theft, loss or damage, but excluding life insurance

general ledger /,dʒen(ə)rəl 'ledʒə/ *noun* a book which records a company's income and expenditure in general

general lien /,dʒen(ə)rəl 'li:ən/ *noun* 1. a right to hold goods or property until a debt has been paid 2. a lien against the personal possessions of a borrower (but not against his or her house or land). ♦ **banker's lien**

Generally Accepted Accounting Principles /,dʒen(ə)rəli ək,septɪd ə-'kaʊntɪŋ ,prɪnsɪp(ə)lz/ *plural noun* US rules applied to accounting practice in the US. Abbreviation **GAAP**

general manager /,dʒen(ə)rəl 'mænɪdʒə/ *noun* a manager in charge of the administration of a company

general meeting /,dʒen(ə)rəl 'mi:tɪŋ/ *noun* meeting of all the shareholders of a company or of all the members of a society

general obligation bond /,dʒen(ə)rəl ,ɒblɪ'geɪʃ(ə)n bɒnd/ *noun* US a municipal or state bond issued to finance public undertakings such as roads, but which is repaid out of general funds. Abbreviation **GO bond**

general office /'dʒen(ə)rəl ,ɒfɪs/ *noun* the main administrative office of a company

general partner /,dʒen(ə)rəl 'pɑ:tənə/ *noun* a partner in a partnership whose responsibility for its debts is not limited

general partnership /,dʒen(ə)rəl 'pɑ:tənəʃɪp/ *noun* a partnership where the liability of each partner is not limited

general PEP /'dʒen(ə)rəl pep/ *noun* a PEP which has shares of several companies in it, as opposed to a single company PEP

general undertaking /,dʒen(ə)rəl ,ʌndə'teɪkɪŋ/ *noun* an undertaking signed by the directors of a company applying for a Stock Exchange listing, promising to work within the regulations of the Stock Exchange

generation-skipping transfer tax /,dʒenərəɪʃ(ə)n ,skɪpɪŋ 'trænsfə: tæks/ *noun* US a tax on property left to grandchildren or great-grandchildren with the intention of avoiding paying estate duties. Abbreviation **GSTT**

gensaki /dʒen'sɑːki/ *noun* a Japanese bond market, dealing in bonds issued with agreements to repurchase at less than twelve months' notice

gentleman's agreement /'dʒent(ə)lmənʒ ə,ɡri:mənt/ *noun* a verbal agreement between two parties who trust each other

Gesellschaft *noun* the German word for company

Gesellschaft mit beschränkter Haftung *noun* a German private limited company. Abbreviation **GmbH**

get back /,ɡet 'bæk/ *verb* to receive something which you had before ○ *I got my money back after I had complained to the manager.* ○ *He got his initial investment back in two months.*

get out /,ɡet 'aʊt/ *verb* **1.** to produce something ○ *The accounts department got out the draft accounts in time for the meeting.* **2.** to sell an investment (*informal*) ○ *He didn't like what he read in the company's annual report, so he got out before the company collapsed.*

get out of /,ɡet 'aʊt əv/ *verb* to stop trading in (a product or an area) ○ *The company is getting out of computers.* ○ *We got out of the South American market.*

get round /,ɡet 'raʊnd/ *verb* to avoid ○ *We tried to get round the embargo by shipping from Canada.*

GIB *abbreviation* Guaranteed Income Bond

gift /ɡɪft/ *noun* a thing which is given to someone

gift coupon /'ɡɪft ,kuːpən/, **gift token** /'ɡɪft ,təʊkən/, **gift voucher** /'ɡɪft ,vaʊtʃə/ *noun* a card that can be used to buy specified goods up to the value printed on it, often issued by chain stores. The person receiving the voucher is able to redeem it in any store in the chain. ○ *We gave her a gift token for her birthday.*

gift inter vivos /,ɡɪft ɪntə 'vɪːvʊs/ *noun* a gift given to another living person. Abbreviation **GIV**

gift tax /'ɡɪft tæks/ *noun* a tax on gifts (only gifts between husband and wife are exempt)

gilt-edged /'ɡɪlt edʒd/ *adjective* referring to an investment which is very safe

gilt-edged securities /,ɡɪlt edʒd sɪ'kjʊərɪtiz/ *plural noun* investments in British government stock

gilt-edged stock /,ɡɪlt edʒd 'stɒk/ *noun* same as **government bonds**

gilts /ɡɪlt/ *plural noun* same as **government bonds**

Ginnie Mae /,dʒɪni 'meɪ/ *noun* same as **GNMA** (*informal*)

giro system /'dʒaɪrəʊ ,sɪstəm/ *noun* a banking system in which money can be transferred from one account to another without writing a cheque

GIV *abbreviation* gift inter vivos

glamour stock /'ɡləmə stɒk/ *noun* a stock which is very popular with investors because it has risen in value and provided higher than average earnings over a period of time

global /'ɡləʊb(ə)l/ *adjective* referring to the whole world ○ *We offer a 24-hour global delivery service.* □ **global economy** the economy of the whole world

globalisation /,ɡləʊbəlaɪ'zeɪʃ(ə)n/, **globalization** *noun* the process of making something international or worldwide, especially the process of expanding business interests, operations and strategies to countries all over the world (NOTE: Globalisation is due to technological developments that make global communications possible, political developments such as the fall of communism and developments in transportation that make travelling faster and more frequent. It can benefit companies by opening up new markets, giving access to new raw materials and investment opportunities and enabling them to take advantage of lower operating costs in other countries.)

GmbH *abbreviation* Gesellschaft mit beschränkter Haftung

GNMA *noun* a US federal organisation which provides backing for mortgages. Full form **Government National Mortgage Association**

gnomes of Zurich /,nəʊmz əv 'zjʊərɪk/ *plural noun* important Swiss international bankers (*informal*)

GNP *abbreviation* gross national product

go-ahead /'ɡəʊ ə,hed/ *noun* □ **to give something the go-ahead** to approve

something or to say that something can be done ○ *My project got a government go-ahead.* ○ *The board refused to give the go-ahead to the expansion plan.* ■ **adjective** energetic or keen to do well ○ *He is a very go-ahead type.* ○ *She works for a go-ahead clothing company.*

go back on /gəʊ 'bæk ɒn/ **verb** not to carry out something after you have promised to do it ○ *Two months later they went back on the agreement.*

GO bond /'gəʊ bɒnd/ **noun** same as **general obligation bond**

go fifty-fifty /gəʊ ,fɪftɪ 'fɪftɪ/ **verb** to share the costs equally

go-go fund /'gəʊ gəʊ ,fʌnd/ **noun** a fund which aims to give very high returns because it is invested in speculative stocks

going /'gəʊɪŋ/ **adjective** current

going concern /'gəʊɪŋ kən'sɜːn/ **noun** a company that is actively trading (and making a profit) □ **sold as a going concern** sold as an actively trading company □ **to sell a business as a going concern** to sell a business as an actively trading company

going concern value /'gəʊɪŋ kən'sɜːn ,væljuː/ **noun** the value of a corporation as it continues trading (in effect, the goodwill) as opposed to its breakup value

going price /'gəʊɪŋ 'praɪs/ **noun** the usual or current price, the price which is being charged now ○ *What is the going price for 1975 Volkswagen Beetles?*

going rate /'gəʊɪŋ 'reɪt/ **noun** the usual or current rate of payment ○ *We pay the going rate for typists.* ○ *The going rate for offices is £10 per square metre.*

go into /'gəʊ 'ɪntuː/ **verb** to examine something carefully ○ *The bank wants to go into the details of the inter-company loans.*

go into business /'gəʊ ɪntə 'bɪznɪs/ **verb** to start in business ○ *He went into business as a car dealer.* ○ *She went into business in partnership with her son.*

gold /gəʊld/ **noun** a very valuable yellow metal ○ *to buy gold* ○ *to deal in gold* ○ *You can buy gold coins at certain Swiss banks.* ○ *He has a licence to deal in gold.*

COMMENT: Gold is the traditional hedge against investment uncertainties. People buy gold in the form of coins or bars, because they think it will maintain its value when other investments such as government bonds, foreign currency, property, etc., may not be so safe. Gold is relatively portable, and small quantities can be taken from country to country if an emergency occurs. This view, which is prevalent when the political situation is uncertain, has not been borne out in recent years, and gold has not maintained its value for some time.

gold bug /'gəʊld bʌg/ **noun** a person who believes that gold is the best investment (*informal*)

gold bullion /'gəʊld 'buliən/ **noun** bars of gold

gold card /'gəʊld kɑːd/ **noun** a credit card issued to important customers (i.e. those with a certain level of income), which gives certain privileges, such as a higher spending limit than ordinary credit cards

gold-collar worker /'gəʊld ,kɒlə 'wɜːkə/ **noun** an employee who earns a very high salary and bonuses

golden /'gəʊld(ə)n/ **adjective** made of gold or like gold

golden handcuffs /'gəʊld(ə)n 'hændkɒfs/ **plural noun** a contractual arrangement to make sure that a valued member of staff stays in their job, by which they are offered special financial advantages if they stay and heavy penalties if they leave

golden handshake /'gəʊld(ə)n 'hændʃeɪk/ **noun** a large, usually tax-free, sum of money given to a director who retires from a company before the end of his service contract ○ *The retiring director received a golden handshake of £250,000.*

golden hello /'gəʊld(ə)n hə'ləʊ/ **noun** a cash inducement paid to someone to encourage them to change jobs and move to another company

golden parachute /'gəʊld(ə)n 'pærəʃuːt/, **golden umbrella** /'gəʊld(ə)n ʌm'brelə/ **noun** a special contract for a director of a company, which gives him advantageous financial terms if he has to resign when the company is taken over

golden share /'gəʊld(ə)n ʃeə/ *noun* a share in a privatised company which is retained by the government and carries special privileges (such as the right to veto foreign takeover bids)

gold fixing /'gəʊld ˌfɪksɪŋ/ *noun* a system where the world price for gold is set twice a day in US dollars on the London Gold Exchange and in Paris and Zurich

goldmine /'gəʊldmaɪn/ *noun* a mine which produces gold □ **that shop is a little goldmine** that shop is a very profitable business

gold point /'gəʊld pɔɪnt/ *noun* an amount by which a currency which is linked to gold can vary in price

gold reserves /'gəʊld rɪˌzɜːvz/ *plural noun* the country's store of gold kept to pay international debts

gold/silver ratio /,gəʊld 'sɪlvə ˌreɪʃəʊ/ *noun* a figure calculated as the number of ounces of silver it takes to buy one ounce of gold

gold standard /gəʊld 'stændəd/ *noun* an arrangement that links the value of a currency to the value of a quantity of gold

go liquid /gəʊ 'lɪkwɪd/ *verb* to convert as many assets as possible into cash

go long /gəʊ 'lɒŋ/ *verb* to buy securities as a long-term investment

good /ɡʊd/ *adjective* not bad □ **to buy something in good faith** to buy something thinking it is of good quality, that it has not been stolen or that it is not an imitation ■ *noun* an item which is made and is for sale

good buy /ɡʊd 'baɪ/ *noun* a thing bought which is worth the money paid for it □ *That watch was a good buy.*

good industrial relations /ɡʊd ɪnˌdʌstriəl rɪˌleɪʃ(ə)nz/ *plural noun* a situation where management and employees understand each others' problems and work together for the good of the company

goods /ɡʊdz/ *plural noun* items which can be moved and are for sale □ **goods in bond** imported goods held by customs until duty is paid

'...profit margins are lower in the industries most exposed to foreign competition – machinery, transportation equipment and electrical goods' [*Sunday Times*]

'...the minister wants people buying goods ranging from washing machines to houses to demand facts on energy costs' [*Times*]

goods and chattels /,ɡʊdz ən 'tʃæt(ə)lz/ *plural noun* moveable personal possessions

Goods and Services Tax /,ɡʊdz ən 'sɜːvɪsɪz tæks/ *noun* a Canadian tax on the sale of goods or the provision of services (similar to VAT). Abbreviation **GST**

good till cancelled /,ɡʊd tɪl 'kænsəld/ *noun* an order given to a broker to buy or sell as instructed until the order is cancelled. Abbreviation **GTC**

goodwill /ɡʊd'wɪl/ *noun* 1. good feeling towards someone ○ *To show goodwill, the management increased the terms of the offer.* 2. the good reputation of a business, which can be calculated as part of a company's asset value, though separate from its tangible asset value ○ *He paid £10,000 for the goodwill of the shop and £4,000 for the stock.*

COMMENT: Goodwill can include such things as the trading reputation, the patents, the trade names used and the value of a 'good site' and is very difficult to establish accurately. It is an intangible asset, and so is not shown as an asset in a company's accounts, unless it figures as part of the purchase price paid when acquiring another company.

go out of business /,ɡəʊ aʊt əv 'bɪznɪs/ *verb* to stop trading ○ *The firm went out of business last week.*

go private /ɡəʊ 'praɪvət/ *verb* to become a private company again, by concentrating all its shares in the hands of one or a few shareholders and removing its stock exchange listing

go public /ɡəʊ 'pʌblɪk/ *verb* to become a public company by placing some of its shares for sale on the stock market so that anyone can buy them

go short /ɡəʊ 'ʃɔːt/ *verb* to sell shares now which you have contracted to purchase at a later date, on the assumption that the market will fall further

gourde /ɡʊəd/ *noun* a unit of currency used in Haiti

govern /'ɡʌv(ə)n/ *verb* to rule a country ○ *The country is governed by a group of military leaders.*

governance /'gʌv(ə)nəns/ *noun* the philosophy of ruling, whether a country or a company

'...the chairman has committed the cardinal sin in corporate governance – he acted against the wishes and interests of the shareholders' [*Investors Chronicle*]

'...in two significant decisions, the Securities and Exchange Board of India today allowed trading of shares through the Internet and set a deadline for companies to conform to norms for good corporate governance' [*The Hindu*]

government *noun* /'gʌv(ə)nɪmənt/ an organisation which administers a country ■ *adjective* coming from the government, referring to the government ○ a government ban on the import of arms ○ Government intervention or Intervention by the government helped to solve the dispute. ○ Government employees can belong to one of two unions. ○ Government officials prevented him leaving the country. ○ Government policy is outlined in the booklet.

governmental /,gʌv(ə)nɪ'ment(ə)/ *adjective* referring to a government

government-backed /'gʌvnmənt bækt/ *adjective* backed by the government

government bonds /'gʌv(ə)nɪmənt bɒndz/ *plural noun* bonds or other securities issued by the government on a regular basis as a method of borrowing money for government expenditure

government contractor /,gʌv(ə)nɪmənt kən'træktə/ *noun* a company which supplies the government with goods by contract

government-controlled /,gʌv(ə)nɪmənt kən'trəʊld/ *adjective* under the direct control of the government ○ Advertisements cannot be placed in the government-controlled newspapers.

government economic indicators /,gʌv(ə)nɪmənt i:kə'nɒmɪk 'ɪndɪkətəz/ *plural noun* statistics which show how the country's economy is going to perform in the short or long term

government loan /'gʌv(ə)nɪmənt ləʊn/ *noun* money lent by the government

Government National Mortgage Association /,gʌv(ə)nɪmənt ,næʃ(ə)nəl 'mɔ:ɡɪdʒ ə'səʊsɪeɪʃ(ə)n/ *noun* full form of **GNMA**

government organisation /,gʌv(ə)nɪmənt ɔ:ɡənə'zeɪʃ(ə)n/ *noun* an official body run by the government

government-regulated /'gʌv(ə)nɪmənt ,regjuleɪtɪd/ *adjective* regulated by the government

government securities /'gʌv(ə)nɪmənt sɪ'kjʊərɪtɪz/ *plural noun* same as **government bonds**

government-sponsored /'gʌv(ə)nɪmənt ,spɒnsəd/ *adjective* encouraged by the government and backed by government money ○ He is working in a government-sponsored scheme to help small businesses.

government stock /'gʌv(ə)nɪmənt stɒk/ *noun* same as **government bonds**

government support /,gʌv(ə)nɪmənt sə'pɔ:t/ *noun* a financial help given by the government ○ The aircraft industry relies on government support.

governor /'gʌv(ə)nə/ *noun* 1. a person in charge of an important institution 2. US one of the members of the Federal Reserve Board

Governor of the Bank of England /,gʌv(ə)nə əv ðə ,bæŋk əv 'ɪŋɡlənd/ *noun* a person (nominated by the British government) who is in charge of the Bank of England (NOTE: The US term is **Chairman of the Federal Reserve Board**.)

GPM *abbreviation* graduated payment mortgage

grace /ɡreɪs/ *noun* a favour shown by granting a delay ○ to give a creditor a period of grace or two weeks' grace

grace period /'ɡreɪs ,pɪəriəd/ *noun* the time given to a debtor to repay a loan, to pay the amount purchased using a credit card, or to pay an insurance premium

gradual /'ɡrædʒuəl/ *adjective* slow and steady ○ The company saw a gradual return to profits. ○ Her CV describes her gradual rise to the position of company chairman.

gradually /'ɡrædʒuəli/ *adverb* slowly and steadily ○ The company has gradually become more profitable. ○ She gradually learnt the details of the import-export business.

graduate *noun* /'grædʒuət/ a person who has obtained a degree ■ *verb* /-'grædʒu,eɪt/ to get a degree ○ *She graduated from Edinburgh university last year.*

graduated /'grædʒueɪtɪd/ *adjective* changing in small regular stages

graduated income tax /,grædʒueɪtɪd 'ɪnkʌm tæks/ *noun* a tax which rises in steps (each level of income is taxed at a higher percentage)

graduated payment mortgage /,grædʒueɪtɪd ,peɪmənt 'mɔ:ɡɪdʒ/ *noun* a mortgage where the monthly payments gradually rise over the lifetime of the mortgage. Abbreviation **GPM**

graduated pension scheme /,grædʒueɪtɪd 'penʃən ski:m/ *noun* a pension scheme where the benefit is calculated as a percentage of the salary of each person in the scheme

graduated taxation /,grædʒueɪtɪd tæk'seɪʃ(ə)n/ *noun* a tax system where the percentage of tax paid rises as the income rises

graduate entry /'grædʒuət ,entri/ *noun* the entry of graduates into employment with a company ○ *the graduate entry into the civil service*

graduate trainee /,grædʒuət treɪ-'ni:/ *noun* a person in a graduate training scheme

graduate training scheme /,grædʒuət 'treɪnɪŋ ski:m/ *noun* a training scheme for graduates

grand /grænd/ *adjective* important □

grand plan or grand strategy a major plan ○ *They explained their grand plan for redeveloping the factory site.* ■ *noun* one thousand pounds or dollars (informal) ○ *They offered him fifty grand for the information.* ○ *She's earning fifty grand plus car and expenses.*

grand total /grænd 'təʊt(ə)n/ *noun* the final total made by adding several subtotals

Granny Bond /'græni bɒnd/ *noun* a British government bond giving higher interest or tax privileges but restricted in availability to pensioners

grant /grɑ:nt/ *noun* money given by the government to help pay for something ○ *The laboratory has a government grant to cover the cost of the*

development programme. ○ *The government has allocated grants towards the costs of the scheme.* ■ *verb* to agree to give someone something ○ *to grant someone a loan or a subsidy* ○ *to grant someone three weeks' leave of absence* ○ *The local authority granted the company an interest-free loan to start up the new factory.*

'...the budget grants a tax exemption for \$500,000 in capital gains' [*Toronto Star*]

grant-aided scheme /,grɑ:nt 'eɪdɪd ski:m/ *noun* a scheme which is funded by a government grant

grantee /grɑ:n'ti:/ *noun* a person who receives a grant

grantor /grɑ:n'tɔ:/ *noun* a person who grants a property to another

graph /grɑ:f/ *noun* a diagram which shows the relationship between two sets of quantities or values, each of which is represented on an axis ○ *A graph was used to show salary increases in relation to increases in output.* ○ *According to the graph, as average salaries have risen so has absenteeism.* ○ *We need to set out the results of the questionnaire in a graph.*

graph paper /'grɑ:f ,peɪpə/ *noun* a special type of paper with many little squares, used for drawing graphs

gratia ♦ **ex gratia**

gratis /'grætɪs/ *adverb* free or not costing anything ○ *We got into the exhibition gratis.*

gratuity /grə'tju:ti/ *noun* a tip, money given to someone who has helped you ○ *The staff are instructed not to accept gratuities.*

graveyard /'ɡreɪvja:d/ *noun* a market where prices are low and no one is buying because investors prefer to remain liquid (informal)

Great Depression /ɡreɪt dɪ-'preʃ(ə)n/ *noun* the world economic crisis of 1929–33

greenback /'ɡri:nbæk/ *noun* US a dollar bill (informal)

'...gold's drop this year is of the same magnitude as the greenback's 8.5% rise' [*Business Week*]

Green Book /ɡri:n 'bʊk/ *noun* US an economic forecast prepared by the staff of the Federal Reserve Board

green card /'grɪn kɑːd/ *noun* 1. a special British insurance certificate to prove that a car is insured for travel abroad 2. an identity card and work permit for a person going to live in the USA

Green chips /'grɪn tʃɪps/ *plural* *noun* small companies with potential for growth

green currency /grɪn 'kʌrənsi:/ *noun* formerly, a currency used in the EU for calculating agricultural payments. Each country had an exchange rate fixed by the Commission, so there were 'green pounds', 'green francs', 'green marks', etc.

green day /'grɪn deɪ/ *noun* US a profitable day (NOTE: The opposite is a **red day**.)

greenmail /'grɪnmeɪl/ *noun* the practice of making a profit by buying a large number of shares in a company, threatening to take the company over, and then selling the shares back to the company at a higher price

'...he proposes that there should be a limit on greenmail, perhaps permitting payment of a 20% premium on a maximum of 8% of the stock' [*Duns Business Month*]

Green Paper /grɪn 'peɪpə/ *noun* a report from the British government on proposals for a new law to be discussed in Parliament. Compare **White Paper**

Gresham's Law /'ɡreʃəmz lɔ:/ *noun* the law that 'bad money will drive out good': where two forms of money with the same denomination exist in the same market, the form with the higher metal value will be driven out of circulation because people hoard it and use the lower-rated form to spend (as when paper money and coins of the same denomination exist in the same market)

grey market /'ɡreɪ mɑːkɪt/ *noun* an unofficial market run by dealers, where new issues of shares are bought and sold before they officially become available for trading on the Stock Exchange (even before the share allocations are known)

gross /grəʊs/ *noun* twelve dozen (144) ○ *He ordered four gross of pens.* (NOTE: no plural) ■ *adjective* total, with no deductions ■ *adverb* with no deductions ○ *My salary is paid gross.* ○ *Building society accounts can pay interest gross to non-taxpayers.* ■ *verb* to make as a gross profit or earn as gross

income ○ *The group grossed £25m in 1999.* □ **to gross up** to calculate the percentage rate of a net investment as it would be before tax is deducted

'...gross wool receipts for the selling season to end June appear likely to top \$2 billion' [*Australian Financial Review*]

gross borrowings /grəʊs 'bɒrəʊɪŋz/ *plural noun* the total of all monies borrowed by a company (such as overdrafts, long-term loans, etc.) but without deducting cash in bank accounts and on deposit

gross dividend per share /grəʊs ,dɪvɪdend pə 'ʃeə/ *noun* the dividend per share paid before tax is deducted

gross domestic product /grəʊs də,mestɪk 'prɒdʌkt/ *noun* the annual value of goods sold and services paid for inside a country. Abbreviation **GDP**

gross earnings /grəʊs 'ɜːnɪŋz/ *plural noun* total earnings before tax and other deductions

gross income /grəʊs 'ɪnkʌm/ *noun* salary before tax is deducted

gross income yield /grəʊs 'ɪnkʌm jɪːld/ *noun* the yield of an investment before tax is deducted

gross margin /grəʊs 'mɑːdʒɪn/ *noun* the percentage difference between the received price and the unit manufacturing cost or purchase price of goods for resale

gross national product /grəʊs ,næʃ(ə)nəl 'prɒdʌkt/ *noun* the annual value of goods and services in a country including income from other countries. Abbreviation **GNP**

gross negligence /grəʊs 'neglɪdʒəns/ *noun* the act of showing very serious neglect of duty towards other people

gross premium /grəʊs 'priːmiəm/ *noun* the total premium paid by a policyholder before any tax relief or discount is taken into account

gross profit /grəʊs 'prɒfɪt/ *noun* profit calculated as sales income less the cost of the goods sold, i.e. without deducting any other expenses

gross receipts /grəʊs rɪ'siːts/ *plural noun* the total amount of money received before expenses are deducted

gross salary /grəʊs 'sæləri/ *noun* salary before tax is deducted

gross sales /grəʊs 'seɪlz/ *plural noun* money received from sales before deductions for goods returned, special discounts, etc. ○ *Gross sales are impressive since many buyers seem to be ordering more than they will eventually need.*

gross tonnage /grəʊs 'tʌnɪdʒ/ *noun* the total amount of space in a ship

gross turnover /grəʊs 'tʃɜːnəʊvə/ *noun* the total turnover including VAT and discounts

gross weight /grəʊs 'weɪt/ *noun* the weight of both the container and its contents

gross yield /grəʊs 'jiːld/ *noun* a profit from investments before tax is deducted

ground landlord /'graʊnd ,lændləʊd/ *noun* a person or company that owns the freehold of a property which is then let and sublet ○ *Our ground landlord is an insurance company.*

ground rent /'graʊnd rent/ *noun* a rent paid by the main tenant to the ground landlord

group /gruːp/ *noun* 1. several things or people together ○ *A group of managers has sent a memo to the chairman complaining about noise in the office.* ○ *The respondents were interviewed in groups of three or four, and then singly.* 2. several companies linked together in the same organisation ○ *the group chairman or the chairman of the group* ○ *group turnover or turnover for the group* ○ *the Granada Group* ■ **verb** □ **to group together** to put several items together ○ *Sales from six different agencies are grouped together under the heading 'European sales'.*

group balance sheet /gruːp 'bæləns ʃiːt/ *noun* a consolidated balance sheet, the balance sheets of subsidiary companies grouped together into the balance sheet of the parent company

group health insurance /gruːp 'helθ ɪnˌʃʊərəns/ *noun* a health insurance for a group of people under a single policy, issued to their employer or to an association

group income protection insurance /gruːp ɪnˌkʌm prəˈtekʃ(ə)n ɪnˌʃʊərəns/ *noun* insurance for a group of people which gives them a replacement

income when they are sick or incapacitated

Group of Eight /ˌgruːp əv 'eɪt/ *noun* the G7 expanded to include Russia. Abbreviation **G8**

Group of Five /ˌgruːp əv 'faɪv/ *noun* a central group of major industrial nations (France, Germany, Japan, the UK and the US), now expanded to form the G7. Abbreviation **G5**

Group of Seven /ˌgruːp əv 'sev(ə)n/ *noun* a central group of major industrial nations (Canada, France, Germany, Italy, Japan, the UK and the US) who meet regularly to discuss problems of international trade and finance. Abbreviation **G7**

Group of Ten /ˌgruːp əv 'ten/ *noun* the major world economic powers working within the framework of the IMF: Belgium, Canada, France, Germany, Italy, Japan, Netherlands, Sweden, the United Kingdom and the United States. There are in fact now eleven members, since Switzerland has joined the original ten. It is also called the 'Paris Club', since its first meeting was in Paris. Abbreviation **G10**

group results /gruːp rɪ'zʌltz/ *plural noun* the results of a group of companies taken together

grow /grəʊ/ *verb* to become larger ○ *The company has grown from a small repair shop to a multinational electronics business.* ○ *Turnover is growing at a rate of 15% per annum.* ○ *The computer industry grew very rapidly in the 1980s.* (NOTE: **growing – grew – has grown**)

'...the thrift had grown from \$4.7 million in assets to \$1.5 billion' [Barrons]

growth /grəʊθ/ *noun* 1. the fact of becoming larger or increasing □ **the company is aiming for growth** the company is aiming to expand rapidly 2. the second stage in a product life cycle, following the launch, when demand for the product increases rapidly

'...a general price freeze succeeded in slowing the growth in consumer prices' [Financial Times]

growth-and-income fund /ˌgrəʊθ əv ɪnˌkʌm fʌnd/ *noun* a fund which aims to provide both capital growth and income

growth company /'grəʊθ ˌkʌmp(ə)ni/ *noun* company whose share price is expected to rise in value

growth fund /'grəʊθ fʌnd/ *noun* a fund which aims at providing capital growth rather than income

growth index /'grəʊθ ˌɪndeks/ *noun* an index showing how something has grown

growth industry /'grəʊθ ˌɪndəstri/ *noun* an industry that is expanding or has the potential to expand faster than other industries

growth market /'grəʊθ ˌmɑːkɪt/ *noun* a market where sales are increasing rapidly ○ *We plan to build a factory in the Far East, which is a growth market for our products.*

growth number /'grəʊθ ˌnʌmbə/ *noun* growth expressed as a percentage

growth prospects /'grəʊθ ˌprɒspekts/ *plural noun* potential for growth in a share

growth rate /'grəʊθ reɪt/ *noun* the speed at which something grows

GST *abbreviation* Goods and Services Tax

‘...because the GST is applied only to fees for brokerage and appraisal services, the new tax does not appreciably increase the price of a resale home’ [*Toronto Globe & Mail*]

GSTT *abbreviation* generation-skipping transfer tax

GTC *abbreviation* good till cancelled

guarani /ˌgwɑːrəˈniː/ *noun* a unit of currency used in Paraguay

guarantee /ˌɡærənˈtiː/ *noun* **1.** a legal document in which the producer agrees to compensate the buyer if the product is faulty or becomes faulty before a specific date after purchase ○ *a certificate of guarantee or a guarantee certificate* ○ *The guarantee lasts for two years.* ○ *It is sold with a twelve-month guarantee.* □ **the car is still under guarantee** the car is still covered by the maker’s guarantee **2.** a promise that someone will pay another person’s debts □ **to go guarantee for someone** to act as security for someone’s debts **3.** something given as a security ○ *to leave share certificates as a guarantee* ■ **verb** **1.** to give a promise that something will happen □ **to guarantee a debt** to prom-

ise that you will pay a debt made by someone else □ **to guarantee an associate company** to promise that an associate company will pay its debts □ **to guarantee a bill of exchange** to promise that the bill will be paid **2.** □ **the product is guaranteed for twelve months** the manufacturer says that the product will work well for twelve months, and will mend it free of charge if it breaks down

Guaranteed Equity Bond /ˌɡærəntiːd ˈekwɪti bɒnd/ *noun* a bond which provides a return linked to one or more stock market indices (such as the FTSE 100 index) and guarantees a minimum return of the original capital invested. Abbreviation **GEB**

Guaranteed Income Bond /ˌɡærəntiːd ˈɪnkʌm bɒnd/ *noun* a bond which guarantees a certain rate of interest over a certain period of time. Abbreviation **GIB**

guaranteed wage /ˌɡærəntiːd ˈweɪdʒ/ *noun* a wage which a company promises will not fall below a specific figure

guarantor /ˌɡærənˈtɔː/ *noun* a person who promises to pay someone’s debts ○ *She stood guarantor for her brother.*

guaranty /ˌɡær(ə)ntiː/ *noun* **US** same as **guarantee**

guardian /ˈɡɑːdiən/ *noun* a person appointed by law to act on behalf of someone (such as a child) who cannot act on his or her own behalf

guess /ɡes/ *noun* a calculation made without any real information ○ *The forecast of sales is only a guess.* □ **an informed guess** a guess which is based on some information □ **it is anyone’s guess** no one really knows what is the right answer ■ **verb** □ **to guess (at) something** to try to calculate something without any information ○ *They could only guess at the total loss.* ○ *The sales director tried to guess the turnover of the Far East division.*

guesstimate /ˈɡestɪmət/ *noun* a rough calculation (*informal*)

guilder /ˈɡʊldə/ *noun* a unit of currency used before the euro in the Netherlands. Also called **florin** (NOTE: Usually written **fl** before or after figures: **fl25, 25fl.**)

H

haggle /'hæg(ə)l/ *verb* to discuss prices and terms and try to reduce them ○ *to haggle about or over the details of a contract* ○ *After two days' haggling the contract was signed.*

haircut /'heəkʌt/ *noun* **US 1.** the difference between the market value of a security and the amount lent to the owner using the security as collateral **2.** an estimate of possible loss in investments

half /hɑ:f/ *noun* one of two equal parts into which something is divided ○ *The first half of the agreement is acceptable.*

□ **we share the profits half and half** we share the profits equally ■ **adjective** divided into two parts □ **half a percentage point 0.5%** □ **his commission on the deal is twelve and a half per cent** his commission on the deal is 12.5% □ **to sell goods off at half price** at 50% of the price for which they were sold before

'...economists believe the economy is picking up this quarter and will do better in the second half of the year' [*Sunday Times*]

half-commission man /hɑ:f kə-'mɪʃ(ə)n mæn/ *noun* a dealer who introduces new clients to a stockbroker, and takes half the broker's commission as his fee

half-dollar /hɑ:f 'dɒlə/ *noun* **US** fifty cents

half-life /'hɑ:f laɪf/ *noun* the number of years needed to repay half the capital borrowed on mortgage

half-price sale /,hɑ:f praɪs 'seɪl/ *noun* a sale of items at half the usual price

half-year /hɑ:f 'jɪə/ *noun* six months of an accounting period

half-yearly /,hɑ:f 'jɪəli/ *adjective* happening every six months, or referring to a period of six months ○ *half-yearly accounts* ○ *half-yearly pay-*

ment ○ *half-yearly statement* ○ *a half-yearly meeting* ■ **adverb** every six months ○ *We pay the account half-yearly.*

Hambrecht & Quist Technology Index /,hæmbrekt ən ,kwɪst tek-'nɒlədʒi ,ɪndeks/ *noun* an American index based on the prices of 275 technology stocks

hammer /'hæmə/ *noun* □ **to go under the hammer** to be sold by auction □ **all the stock went under the hammer** all the stock was sold by auction ■ **verb** to hit hard □ **to hammer the competition** to attack and defeat the competition □ **to hammer prices** to reduce prices sharply

hammering /'hæməɪŋ/ *noun* **1.** a beating or severe losses □ **the company took a hammering in Europe** the company had large losses in Europe or lost parts of its European markets □ **we gave them a hammering** we beat them commercially **2. (on the London Stock Exchange)** an announcement of the removal of a member firm because it has failed **3.** the massive selling of stock on a stock market

hand /hænd/ *noun* **1.** the part of the body at the end of each arm □ **to shake hands** to hold someone's hand when meeting to show you are pleased to meet them, or to show that an agreement has been reached ○ *The two negotiating teams shook hands and sat down at the conference table.* □ **to shake hands on a deal** to shake hands to show that a deal has been agreed **2.** □ **by hand** using the hands, not a machine ○ *These shoes are made by hand.* □ **to send a letter by hand** to ask someone to carry and deliver a letter personally, not sending it through the post

handcuffs /'hændkʌfs/ *plural noun* ◇ **golden handcuffs**

hand in /,hænd 'ɪn/ *verb* to deliver a letter by hand □ **he handed in his notice or resignation** he resigned

handle /'hænd(ə)l/ *noun* the whole number of a share price quoted

handling charge /'hændlɪŋ tʃɑ:dʒ/ *noun* money to be paid for packing, invoicing and dealing with goods which are being shipped

handout /'hændaʊt/ *noun* money paid to help someone in difficulties

Hang Seng Index /hæŋ 'seŋ 'ɪndeks/ *noun* an index of main share prices on the Hong Kong stock market

hard /hɑ:d/ *adjective* 1. strong, not weak □ **to take a hard line in trade union negotiations** to refuse to compromise with the other side 2. difficult ○ *It is hard to get good people to work on low salaries.* 3. solid 4. □ **after weeks of hard bargaining** after weeks of difficult discussions

'...few of the paper millionaires sold out and transformed themselves into hard cash millionaires' [*Investors Chronicle*]

hard bargain /hɑ:d 'bɑ:ɡɪn/ *noun* a bargain with difficult terms □ **to drive a hard bargain** to be a difficult negotiator □ **to strike a hard bargain** to agree a deal where the terms are favourable to you

hard cash /hɑ:d 'kæʃ/ *noun* money in notes and coins, as opposed to cheques or credit cards

hard copy /hɑ:d 'kɒpi/ *noun* a print-out of a text which is on a computer

hard currency /hɑ:d 'kʌrənsi/ *noun* the currency of a country which has a strong economy, and which can be changed into other currencies easily ○ *to pay for imports in hard currency* ○ *to sell raw materials to earn hard currency* Also called **scarce currency** (NOTE: The opposite is **soft currency**.)

hard disk /hɑ:d 'dɪsk/ *noun* a computer disk which has a sealed case and can store large quantities of information

'...hard disks help computers function more speedily and allow them to store more information' [*Australian Financial Review*]

hard drive /'hɑ:d drɑ:v/ *noun* same as **hard disk**

harden /'hɑ:d(ə)n/ *verb* to become more fixed or more inflexible ○ *The union's attitude to the management has hardened since the lockout.* □ **prices are**

hardening prices are settling at a higher price

hardening /'hɑ:d(ə)nɪŋ/ *adjective* 1. (of a market) slowly moving upwards 2. (of prices) becoming settled at a higher level

hard landing /hɑ:d 'lændɪŋ/ *noun* a change in economic strategy to counter-act inflation which has serious results for the population (high unemployment, rising interest rates, etc.)

hard market /hɑ:d 'mɑ:kɪt/ *noun* a market which is strong and not likely to fall

hardness /'hɑ:dnəs/ *noun* □ **hardness of the market** the state of the market when it is strong and not likely to fall

hard sell /hɑ:d 'sel/ *noun* □ **to give a product the hard sell** to make great efforts to persuade people to buy a product □ **he tried to give me the hard sell** he put a lot of effort into trying to make me buy

harmonisation /,hɑ:mənaɪ-'zeɪʃ(ə)n/, **harmonization** /hɑ:mənaɪ-'zeɪʃn/ *noun* a standardisation, making things the same in several countries

harmonise /'hɑ:mənaɪz/, **harmozine** *verb* to make things such as tax rates or VAT rates the same in several countries

harmonised /'hɑ:mənaɪzd/, **harmozined** *adjective* which has been made standard in several countries

harmonised European index /,hɑ:mənaɪzd 'jʊərəpi:ən 'ɪndeks/ *noun* a method of calculating inflation which is standard throughout the EU

hatchet man /'hætʃɪt mæn/ *noun* a recently appointed manager, whose job is to make staff redundant and reduce expenditure (*informal*)

haven /'heɪv(ə)n/ *noun* a safe place

head /hed/ *noun* the most important person ■ *adjective* most important or main ○ *Ask the head waiter for a table.* ■ *verb* to be first ○ *The two largest oil companies head the list of stock market results.*

head and shoulders /,hed ən 'ʃəʊldəz/ *noun* a term used by chartists showing a share price which rises to a peak, then falls slightly, then rises to a much higher peak, then falls sharply and

risers to a lower peak before falling again, looking similar to a person's head and shoulders when shown on a graph

head buyer /hed 'baɪə/ *noun* the most important buyer in a store

head for /'hed fɔː/ *verb* to go towards
 □ **the company is heading for disaster** the company is going to collapse

headhunt /'hedhʌnt/ *verb* to look for managers and offer them jobs in other companies
 □ **she was headhunted** she was approached by a headhunter and offered a new job

headhunter /'hedhʌntə/ *noun* a person or company whose job is to find suitable top managers to fill jobs in companies

heading /'hedɪŋ/ *noun* the words at the top of a piece of text
 ○ *Items are listed under several headings.*
 ○ *Look at the figure under the heading 'Costs 2001–02'.*

headlease /'hedliːs/ *noun* a lease from the freehold owner to a tenant

headline inflation rate /,hedlɪn ɪn'fleɪʃ(ə)n/ *noun* a British inflation figure which includes items such as mortgage interest and local taxes, which are not included in the inflation figures for other countries. Compare **underlying inflation rate**

head of department /,hed əv dɪ-'pɑːtmənt/ *noun* a person in charge of a department

head office /hed 'ɒfɪs/ *noun* an office building where the board of directors works and meets

headquarters /hed'kwɔːtəz/ *plural noun* the main office, where the board of directors meets and works
 ○ *The company's headquarters are in New York.*
 □ **to reduce headquarters staff** to have fewer people working in the main office. Abbreviation **HQ**

heads of agreement /,hedz əv ə-'grɪ:mənt/ *plural noun* 1. a draft agreement with not all the details complete 2. the most important parts of a commercial agreement

head teller /hed 'telə/ *noun* *US* a main teller in a bank

health /helθ/ *noun* 1. being fit and well, not ill 2. □ **to give a company a clean bill of health** to report that a company is trading profitably

'...the main US banks have been forced to pull back from international lending as nervousness continues about their financial health' [*Financial Times*]

'...financial health, along with a dose of independence, has largely sheltered Japan's pharmaceutical companies from a global wave of consolidation. Those assets, however, are expected to soon lure foreign suitors too powerful to resist' [*Nikkei Weekly*]

health insurance /'helθ ɪn'sʊərəns/ *noun* insurance which pays the cost of treatment for illness, especially when travelling abroad

health warning /'helθ ,wɔːnɪŋ/ *noun* a warning message printed on advertisements for investments, stating that the value of investments can fall as well as rise (this is a legal requirement in the UK)

healthy /'helθi/ *adjective* □ **a healthy balance sheet** balance sheet which shows a good profit

heavily /'hevili/ *adverb* □ **he is heavily in debt** he has many debts □ **they are heavily into property** they have large investments in property □ **the company has had to borrow heavily to repay its debts** the company has had to borrow large sums of money

'...the steel company had spent heavily on new equipment' [*Fortune*]

heavy /'hevi/ *adjective* 1. large or in large quantities ○ *a programme of heavy investment overseas* ○ *He suffered heavy losses on the Stock Exchange.* ○ *The government imposed a heavy tax on luxury goods.* □ **heavy costs or heavy expenditure** large sums of money that have to be spent 2. referring to a share which has such a high price that small investors are reluctant to buy it (in which case the company may decide to split the shares so as to make them more attractive: in the UK, a share price of £10.00 is considered 'heavy', though many shares have higher prices than this) 3. having too many investments in the same type of share ○ *His portfolio is heavy in banks.*

'...heavy selling sent many blue chips tumbling in Tokyo yesterday' [*Financial Times*]

heavy industry /,hevi ɪn'dəstri/ *noun* an industry which deals in heavy raw materials such as coal or makes large products such as ships or engines

heavy machinery /,hevi mə'ʃɪnəri/ *noun* large machines

heavy market /,hevi 'mɑ:kɪt/ *noun* a stock market where prices are falling

heavy share price /,hevi 'ʃeə prɑ:z/ *noun* a price on the London Stock Exchange which is over £10.00 per share, and so discourages the small investor

hectic /'hektɪk/ *adjective* wild, very active ○ a *hectic day* on the *Stock Exchange* ○ *After last week's hectic trading, this week has been very calm.*

hedge /hedʒ/ *noun* a protection against a possible loss (which involves taking an action which is the opposite of an action taken earlier) □ a **hedge against inflation** investment which should increase in value more than the increase in the rate of inflation ○ *He bought gold as a hedge against exchange losses.* ■ *verb* to protect oneself (against the risk of a loss) □ **to hedge your bets** to make investments in several areas so as to be protected against loss in one of them □ **to hedge against inflation** to buy investments which will rise in value faster than the increase in the rate of inflation

'...during the 1970s commercial property was regarded by investors as an alternative to equities, with many of the same inflation-hedge qualities' [*Investors Chronicle*]

'...the move saved it from having to pay its creditors an estimated \$270 million owed in connection with hedge contracts which began working against the company when the price of gold rose unexpectedly during September' [*Business in Africa*]

hedge fund /'hedʒ fʌnd/ *noun* a partnership open to a small number of rich investors, which invests in equities, currency futures and derivatives and may produce high returns but carries a very high risk

'...much of what was described as near hysteria was the hedge funds trying to liquidate bonds to repay bank debts after losing multi-million dollar bets on speculations that the yen would fall against the dollar' [*Times*]

'...hedge funds generally have in common an ability to sell short (that is, sell stocks you do not own), and to increase growth prospects – and risk – by borrowing to enhance the fund's assets' [*Money Observer*]

'...the stock is a hedge fund – limited by the Securities and Exchange Commission to only wealthy individuals and qualified institutions' [*Smart Money*]

COMMENT: Originally, hedge funds were funds planned to protect equity invest-

ments against possible falls on the stock market. Nowadays the term is applied to funds which take speculative positions in financial futures or equities, and are usually highly-gearred: in other words, they do nothing to 'hedge' their holdings.

hedging /'hedʒɪŋ/ *noun* the act of buying investments at a fixed price for delivery later, so as to protect oneself against possible loss

Helsinki Stock Exchange /hel-,sɪŋki 'stɒk ɪks,tʃeɪndʒ/ *noun* the main stock exchange in Finland. Abbreviation **HEX**

hemline theory /'hemlaɪn ,θɪəri/ *noun* the theory that movements of the stock market reflect the current fashionable length of women's skirts (the shorter the skirt, the more bullish the market)

hereafter /hɪər'ɑ:ftə/ *adverb* from this time on

hereby /hɪər'baɪ/ *adverb* in this way, by this letter ○ *We hereby revoke the agreement of January 1st 1982.*

hereditament /herɪ'dɪtəmənt/ *noun* a property, including land and buildings

herewith /hɪər'wɪð/ *adverb* together with this letter ○ *Please find the cheque enclosed herewith.*

HEX *abbreviation* Helsinki Stock Exchange

Hex Index /'heks ,ɪndeks/ *noun* an index of share prices on the Helsinki stock exchange

hidden /'hɪd(ə)n/ *adjective* which cannot be seen

hidden asset /,hɪd(ə)n 'æset/ *noun* an asset which is valued much less in the company's accounts than its true market value

hidden reserves /,hɪd(ə)n rɪ'zɜ:vz/ *plural noun* 1. reserves which are not easy to identify in the company's balance sheet (reserves which are illegally kept hidden are called 'secret reserves') 2. illegal reserves which are not declared in the company's balance sheet

high /haɪ/ *adjective* 1. large, not low ○ *High overhead costs increase the unit price.* ○ *High prices put customers off.* ○ *They are budgeting for a high level of expenditure.* ○ *High interest rates are crippling small businesses.* □ **high sales** a large amount of revenue produced by

sales □ **high taxation** taxation which imposes large taxes on incomes or profits □ **highest tax bracket** the group which pays the most tax □ **high volume (of sales)** a large number of items sold **2.** □ **the highest bidder** the person who offers the most money at an auction ○ *The tender will be awarded to the highest bidder.* ○ *The property was sold to the highest bidder.* ■ **adverb** □ **prices are running high** prices are above their usual level ■ **noun** a point where prices or sales are very large ○ *Prices have dropped by 10% since the high of January 2nd.* □ **highs and lows on the Stock Exchange** a list of shares which have reached a new high or low price in the previous day's trading □ **sales volume has reached an all-time high** the sales volume has reached the highest point it has ever been at

'American interest rates remain exceptionally high in relation to likely inflation rates' [Sunday Times]

'...faster economic growth would tend to push US interest rates, and therefore the dollar, higher' [Australian Financial Review]

'...in a leveraged buyout the acquirer raises money by selling high-yielding debentures to private investors' [Fortune]

high finance /haɪ 'faɪnəns/ **noun** the lending, investing and borrowing of very large sums of money organised by financiers

high flier /haɪ 'flaɪə/ **noun** **1.** a person who is very successful or who is likely to rise to a very important position **2.** a share whose market price is rising rapidly

high gearing /haɪ 'ɡɪərɪŋ/ **noun** a situation where a company has a high level of borrowing compared to its share price

high-grade bond /haɪ ɡreɪd 'bɒnd/ **noun** a bond which has the highest rating (i.e. AAA)

high-income /haɪ 'ɪnkəm/ **adjective** which gives a large income ○ *high-income shares* ○ *a high-income portfolio*

high-income bond /haɪ 'ɪnkəm 'bɒnd/ **noun** bond which aims to produce a high income. Abbreviation **HiB**

highly /'haɪli/ **adverb** very □ **she is highly thought of by the managing director** the managing director thinks she is very competent

highly-g geared company /,haɪli ɡɪəd 'kʌmp(ə)ni/ **noun** company which has a high proportion of its funds from fixed-interest borrowings

highly-paid /,haɪli 'peɪd/ **adjective** earning a large salary

highly-placed /,haɪli 'pleɪst/ **adjective** occupying an important post ○ *The delegation met a highly-placed official in the Trade Ministry.*

highly-priced /,haɪli 'praɪst/ **noun** with a large price

high pressure /haɪ 'preʃə/ **noun** a strong insistence that somebody should do something □ **working under high pressure** working very hard, with a manager telling you what to do and to do it quickly, or with customers asking for supplies urgently

high-risk /haɪ 'rɪsk/ **adjective** which involves more risk than normal

high-risk investment /,haɪ rɪsk ɪn-'vestmənt/ **noun** an investment which carries a higher risk than other investments

high security area /haɪ sɪ'kjʊərɪti ,æriə/ **noun** a special part of a bank with strong doors where cash can be kept safely

high street /'haɪ stri:t/ **noun** the main shopping street in a British town ○ *the high street shops* ○ *a high street bookshop*

High Street banks /,haɪ stri:t 'bæŋks/ **plural noun** the main British banks which accept deposits from individual customers

high-tech /haɪ 'tek/ **adjective** □ **high-tech companies** companies in advanced technological fields, such as computers, telecommunications or scientific research □ **high-tech share or stock** a share in a technology sector such as software or biotechnology

high yield /haɪ 'ji:ld/ **noun** a dividend yield which is higher than is normal for the type of company

high-yield /haɪ 'ji:ld/ **adjective** which gives a very high return on investment

high-yield bond /,haɪ ji:ld 'bɒnd/ **noun** same as **junk bond**

hike /haɪk/ **US noun** an increase ■ **verb** to increase ○ *The union hiked its demand to \$5 an hour.*

hire /'haɪə/ *noun* **1.** an arrangement whereby customers pay money to be able to use a car, boat or piece of equipment owned by someone else for a time **2.** □ **to work for hire** to work freelance ■ *verb* **1.** to employ someone new to work for you □ **to hire staff** to employ someone new to work for you **2.** □ **to hire out cars or equipment or workers** to lend cars, equipment or workers to customers who pay for their use

COMMENT: An agreement to hire a piece of equipment, etc., involves two parties: the hirer and the owner. The equipment remains the property of the owner while the hirer is using it. Under a hire-purchase agreement, the equipment remains the property of the owner until the hirer has complied with the terms of the agreement (i.e. until he or she has paid all monies due).

hire and fire /'haɪər ən 'faɪə/ *verb* to employ new staff and dismiss existing staff very frequently

hire car /'haɪə kɑː/ *noun* a car which has been rented ○ *He was driving a hire car when the accident happened.*

hire purchase /'haɪə 'pɜːtʃɪs/ *noun* a system of buying something by paying a sum regularly each month ○ *to buy a refrigerator on hire purchase* (NOTE: The US term is **installment credit, installment plan** or **installment sale**.) □ **to sign a hire-purchase agreement** to sign a contract to pay for something by instalments

hire purchase agreement /'haɪə 'pɜːtʃɪs ə'ɡriːmənt/ *noun* a contract to pay for something by instalments

hire-purchase company /'haɪə 'pɜːtʃɪs ˌkʌmp(ə)nɪ/ *noun* a company which provides money for hire purchase

hiring /'haɪərɪŋ/ *noun* the act of employing new staff ○ *Hiring of new personnel has been stopped.*

historic /hɪ'stɒrɪk/, **historical** /hɪ'stɒrɪk(ə)l/ *adjective* which goes back over a period of time

'...the Federal Reserve Board has eased interest rates in the past year, but they are still at historically high levels' [*Sunday Times*]

'...the historic p/e for the FTSE all-share index is 28.3 and the dividend yield is barely 2 per cent. Both indicators suggest that the stock markets are very highly priced' [*Times*]

COMMENT: By tradition, a company's accounts are usually prepared on the his-

toric(al) cost principle, i.e. that assets are costed at their purchase price. With inflation, such assets are undervalued, and current-cost accounting or replacement-cost accounting may be preferred.

historical cost accounting /hɪ'stɒrɪk(ə)l kɒst/ *noun* the preparation of accounts on the basis of historical cost, with assets valued at their original cost of purchase. Compare **replacement cost accounting**

historical cost depreciation /hɪ'stɒrɪk(ə)l 'kɒst dɪ'priːʃi'eɪʃ(ə)n/ *noun* depreciation based on the original cost of the asset

historical figures /hɪ'stɒrɪk(ə)l 'fɪɡəz/ *plural noun* figures which were current in the past

historical trading range /hɪ'stɒrɪk(ə)l 'treɪdɪŋ reɪndʒ/ *noun* the difference between the highest and lowest price for a share or bond over a period of time

historic cost /hɪ'stɒrɪk 'kɒst/, **historical cost** /hɪ'stɒrɪk(ə)l 'kɒst/ *noun* the actual cost of purchasing something which was bought some time ago

hit /hɪt/ *verb* **1.** to reach something ○ *He hit his head against the table.* ○ *The strong dollar which hit a seven-year high against the yen last week.* **2.** to hurt or to damage someone or something ○ *The company was badly hit by the falling exchange rate.* ○ *Our sales of summer clothes have been hit by the bad weather.* ○ *The new legislation has hit the small companies hardest.* (NOTE: **hitting – hit**)

hive off /'haɪv 'ɒf/ *verb* to split off part of a large company to form a smaller subsidiary, giving shares in this to its existing shareholders ○ *The new managing director hived off the retail sections of the company.*

H.M. Customs and Excise /ˌaɪtʃ em ˌkʌstəmz ən 'eksəɪz/ *noun* **1.** a UK government department which deals with taxes on imports and on products such as alcohol produced in the country. It also deals with VAT. ○ *an Excise officer* **2.** an office of this department at a port or airport

hoard /hɔːd/ *verb* **1.** to buy and store goods in case of need **2.** to keep cash instead of investing it

hoarder /'hɔ:də/ *noun* a person who buys and stores goods in case of need

hoarding /'hɔ:dɪŋ/ *noun* □ **hoarding of supplies** the buying of large quantities of goods to keep in case of need

'...as a result of hoarding, rice has become scarce with prices shooting up' [*Business Times (Lagos)*]

hold /həʊld/ *noun* the action of keeping something □ **these shares are a hold** these shares should be kept and not sold ■ **verb** 1. to own or to keep something ○ *He holds 10% of the company's shares.* 2. to make something happen ○ *The receiver will hold an auction of the company's assets.* 3. not to sell ○ *You should hold these shares – they look likely to rise.*

'...as of last night, the bank's shareholders no longer hold any rights to the bank's shares' [*South China Morning Post*]

hold back /,həʊld 'bæk/ *verb* to wait, not to do something at the present time □ **investors are holding back until after the Budget** investors are waiting until they hear the details of the Budget before they decide whether to buy or sell □ **he held back from signing the lease until he had checked the details** he delayed signing the lease until he had checked the details □ **payment will be held back until the contract has been signed** payment will not be made until the contract has been signed

holdback /'həʊlbæk/ *noun* a part of a loan to a property developer which is not paid until the development is almost finished

hold down /,həʊld 'daʊn/ *verb* 1. to keep at a low level ○ *We are cutting margins to hold our prices down.* 2. □ **to hold down a job** to manage to do a difficult job

'...real wages have been held down; they have risen at an annual rate of only 1% in the last two years' [*Sunday Times*]

holder /'həʊldə/ *noun* 1. a person who owns or keeps something ○ *holders of government bonds or bondholders* ○ *holder of stock or of shares in a company* ○ *holder of an insurance policy or policy holder* 2. a thing which keeps something, which protects something

holder in due course /,həʊldə ɪn dju: 'kɔ:s/ *noun* a person who holds a negotiable instrument, such as a bill of

exchange, in good faith, without knowing of any other claim against it

holder of record /,həʊldə əv 'rekɔ:d/ *noun* the person who is registered as the owner of shares in a company

holding /'həʊldɪŋ/ *noun* a group of shares owned ○ *He has sold all his holdings in the Far East.* ○ *The company has holdings in German manufacturing companies.*

holding company /'həʊldɪŋ ,kʌmp(ə)ni/ *noun* 1. a company which owns more than 50% of the shares in another company. ♦ **subsidiary company** 2. a company which exists only or mainly to own shares in subsidiary companies. ♦ **subsidiary** (NOTE: The US term is **proprietary company**.)

hold on /,həʊld 'ɒn/ *verb* to wait, not to change □ **the company's shareholders should hold on and wait for a better offer** they should keep their shares and not sell them until they are offered a higher price

hold out for /,həʊld 'aʊt fɔ:/ *verb* to wait and ask for something □ **you should hold out for a 10% pay rise** you should not agree to a pay rise of less than 10%

hold to /'həʊld tu:/ *verb* not to allow something or someone to change □ **we will try to hold him to the contract** we will try to stop him going against the contract □ **the government hopes to hold wage increases to 5%** the government hopes that wage increases will not be more than 5%

hold up /,həʊld 'ʌp/ *verb* 1. to stay at a high level ○ *Share prices have held up well.* ○ *Sales held up during the tourist season.* 2. to delay something ○ *The shipment has been held up at customs.* ○ *Payment will be held up until the contract has been signed.* ○ *The strike will hold up dispatch for some weeks.* ○ *The workers are holding up production as a form of protest against poor conditions.*

hologram /'hɒləgræm/ *noun* a three-dimensional picture which is used on credit cards as a means of preventing forgery

home /həʊm/ *noun* the place where a person lives

home address /həʊm ə'dres/ *noun* the address of a house or flat where a

person lives ○ *Please send the documents to my home address.*

home banking /həʊm 'bæŋkɪŋ/ *noun* a system of banking using a personal computer in your own home to carry out various financial transactions (such as paying invoices or checking your bank account)

home equity credit /həʊm 'ekwɪtɪ ,kredit/ *noun* a loan made to a homeowner against the security of the equity in his or her property (i.e. the value of the property now less the amount outstanding on any mortgage)

home improvement loan /həʊm ɪm'pru:vmənt ləʊn/ *noun* a loan made to a homeowner to pay for improvements to his or her home

home income plan /həʊm 'ɪnkʌm plæn/ *noun* a method of releasing equity from an unmortgaged property so that a homeowner has income or cash without actually leaving the property

home loan /həʊm ləʊn/ *noun* a loan by a bank or building society to help someone buy a house

home market /həʊm 'mɑ:kɪt/ *noun* the market in the country where the selling company is based ○ *Sales in the home market rose by 22%.*

home office /həʊm 'ɒfɪs/ *noun* an office organised inside your own home

Home Office /həʊm ,ɒfɪs/ *noun* a ministry dealing with the internal affairs of the country

home trade /həʊm treɪd/ *noun* trade in the country where a company is based

honorarium /,hɒnə'reəriəm/ *noun* money paid to a professional person such as an accountant or a lawyer when a specific fee has not been requested (NOTE: The plural is **honoraria**.)

honorary /'hɒnərəri/ *adjective* not paid a salary for the work done for an organisation ○ *He is honorary president of the translators' association.*

honorary secretary /,hɒnərəri 'sekrət(ə)ri/ *noun* a person who keeps the minutes and official documents of a committee or club, but is not paid a salary

honorary treasurer /,hɒnərəri 'treʒərə/ *noun* a treasurer who does not receive any fee

honour /'hɒnəl/ *verb* to pay something because it is owed and is correct ○ *to honour a bill* ○ *The bank refused to honour his cheque.* (NOTE: The US spelling is **honor**.) □ **to honour a signature** to pay something because the signature is correct

horizontal integration /hɒrɪ-,zɒnt(ə)l ɪntə'greɪʃ(ə)n/ *noun* the process of joining similar companies or taking over a company in the same line of business as yourself

horizontal spread /,hɒrɪzɒnt(ə)l 'spred/ *noun* the buying and selling of two options at the same price but with different maturity dates

horse trading /'hɔ:s ,treɪdɪŋ/ *noun* hard bargaining which ends with someone giving something in return for a concession from the other side

hostile /'hɒstail/ *adjective* unfriendly, showing dislike

hostile bidder /,hɒstail 'bɪdə/, **hostile suitor** /,hɒstail 'saɪtə/ *noun* a person or company making a hostile bid

hostile takeover bid /,hɒstail 'teɪkəʊvə bɪd/ *noun* a takeover where the board of the company do not recommend it to the shareholders and try to fight it

hot card /hɒt 'kɑ:d/ *noun* a stolen credit card

hot money /hɒt 'mʌni/ *noun* money which is moved from country to country to get the best returns

hot stock /hɒt 'stɒk/ *noun* a stock (usually in a new issue) which rises rapidly on the Stock Exchange because of great demand

hour /aʊəl/ *noun* 1. a period of time lasting sixty minutes □ **to work a thirty-five hour week** to work seven hours a day each weekday □ **we work an eight-hour day** we work for eight hours a day, e.g. from 8.30 to 5.30 with one hour for lunch 2. sixty minutes of work ○ *He earns £14 an hour.* ○ *We pay £16 an hour.* □ **to pay by the hour** to pay people a fixed amount of money for each hour worked 3. □ **outside hours or out of hours** when the office is not open ○ *He worked on the accounts out of hours.*

hourly wage /,aʊəli 'weɪdʒ/ *noun* the amount of money paid for an hour's work

house /haʊs/ *noun* **1.** the building in which someone lives **2.** a company ○ *the largest London finance house* ○ *a broking house* ○ *a publishing house*

housecleaning *noun* a general re-organising of a business ○ *She has mainly been performing housecleaning measures.*

household goods /,haʊshəʊld 'ɡʊdz/ *plural noun* items which are used in the home

house insurance /'haʊs ɪn-,ɪʃʊərəns/ *noun* insuring a house and its contents against damage

house journal /'haʊs ,dʒɜːn(ə)l/, **house magazine** /'haʊs məɡəˌziːn/ *noun* a magazine produced for the employees or shareholders in a company to give them news about the company

house property /'haʊs ,prɒpəti/ *noun* private houses or flats, not shops, offices or factories

house starts /'haʊs 'stɑːts/, **housing starts** /'haʊzɪŋ 'stɑːts/ *plural noun* the number of new private houses or flats of which the construction has begun during a year

house telephone /haʊs 'telɪfəʊn/ *noun* a telephone for calling from one room to another in an office or hotel

housing authority bond /'haʊzɪŋ ɔːθərəti bɒnd/ *noun* a bond issued by a US municipal housing authority to raise money to build dwellings

HP *abbreviation* hire purchase

hryvnia /'hrɪvnɪə/ *noun* a unit of currency used in the Ukraine

human resources department /,hjuːmən rɪ'zɔːsɪz dɪˌpɑːtmənt/ *noun* the section of the company which deals with its staff

human resources officer /,hjuːmən rɪ'zɔːsɪz ˌɒfɪsə/ *noun* a person who deals with the staff in a company, especially interviewing candidates for new posts

hurdle rate /'hɜːd(ə)l reɪt/ *noun* **1.** the rate of growth in a portfolio required to repay the final fixed redemption price of zero dividend preference shares **2.** a minimum rate of return needed by a bank to fund a loan, the rate below which a loan is not profitable for the bank

hyper- /haɪpə/ *prefix* very large

hyperinflation /,haɪpərɪn'fleɪʃ(ə)n/ *noun* inflation which is at such a high percentage rate that it is almost impossible to reduce

hypothecation /haɪˌpəθə'keɪʃ(ə)n/ *noun* **1.** an arrangement in which property such as securities is used as collateral for a loan, but without transferring legal ownership to the lender (as opposed to a mortgage, where the lender holds the title to the property) **2.** an action of earmarking money derived from certain sources for certain related expenditure, as when investing taxes from private cars or petrol sales solely on public transport

IBO *abbreviation* institutional buyout

IBRD *abbreviation* International Bank for Reconstruction and Development (the World Bank)

ICAEW *abbreviation* Institute of Chartered Accountants in England and Wales

ICAI *abbreviation* Institute of Chartered Accountants in Ireland

ICAS *abbreviation* Institute of Chartered Accountants in Scotland

ICCH *abbreviation* International Commodities Clearing House

idle /'aɪd(ə)l/ *adjective* not working ○ 2,000 employees were made *idle* by the recession.

idle capital /,aɪd(ə)l 'kæpɪt(ə)l/ *noun* capital which is not being used productively

IFA *abbreviation* independent financial adviser

IFC *abbreviation* International Finance Corporation

IHT *abbreviation* inheritance tax

illegal /ɪ'li:g(ə)l/ *adjective* not legal or against the law

illegality /,ɪli:'gælɪti/ *noun* the fact of being illegal

illegally /ɪ'li:gəli/ *adverb* against the law ○ He was accused of *illegally* importing arms into the country.

illicit /ɪ'lisɪt/ *adjective* not legal or not permitted ○ the *illicit* sale of alcohol ○ trade in *illicit* alcohol

illiquid /ɪ'likwɪd/ *adjective* referring to an asset which is not easy to change into cash

ILO *abbreviation* International Labour Organization

IMF *abbreviation* International Monetary Fund

IMM *abbreviation* International Monetary Market

IMMA *abbreviation* insured money market account

immovable /ɪ'mu:vəb(ə)l/ *adjective* which cannot be moved

immovable property /ɪ'mu:vəb(ə)l 'prɒpəti/ *noun* houses and other buildings on land

immunisation /,ɪmjʊnaɪ'zeɪʃ(ə)n/, **immunization** *noun* US arrangements to protect the income from a portfolio of investments against any risk in a volatile stock market

impact /'ɪmpækt/ *noun* a shock or strong effect ○ the *impact* of new technology on the cotton trade ○ The new design has made little *impact* on the buying public.

'...the strong dollar's deflationary impact on European economies as governments push up interest rates to support their sinking currencies' [*Duns Business Month*]

impaired /ɪm'peəd/ *adjective* not certain, not perfect

impaired credit /ɪm,peəd 'kredit/ *noun* US a situation where a person becomes less creditworthy than before

impaired loans /ɪm,peəd 'ləʊnz/ *plural noun* US doubtful loans

implement /'ɪmplɪ,ment/ *verb* to put into action ○ to *implement* an agreement ○ to *implement* a decision

implementation /,ɪmplɪmen-'teɪʃ(ə)n/ *noun* the process of putting something into action ○ the *implementation* of new rules

import /ɪm'pɔ:t/ *verb* /ɪm'pɔ:t/ to bring goods from abroad into a country for sale ○ The company *imports* television sets from Japan. ○ This car was *imported* from France.

'European manufacturers rely heavily on imported raw materials which are mostly priced in dollars' [*Duns Business Month*]

importation /ˌɪmpɔː'teɪʃ(ə)n/ *noun* the act of importing ○ *The importation of arms is forbidden.* ○ *The importation of livestock is subject to very strict controls.*

import ban /'ɪmpɔːt bæn/ *noun* an order forbidding imports ○ *The government has imposed an import ban on arms.*

import duty /'ɪmpɔːt ˌdjuːti/ *noun* a tax on goods imported into a country

importer /ɪm'pɔːtə/ *noun* a person or company that imports goods ○ *a cigar importer* ○ *The company is a big importer of foreign cars.*

import-export /ɪmpɔːt ˈeksɔːt/ *adjective, noun* (referring to) business which deals with both bringing foreign goods into a country and sending locally made goods abroad ○ *Rotterdam is an important centre for the import-export trade.* ○ *He works in import-export.*

importing /ɪm'pɔːtɪŋ/ *adjective* which imports ○ *oil-importing countries* ○ *an importing company* ■ *noun* the act of bringing foreign goods into a country for sale ○ *The importing of arms into the country is illegal.*

import levy /'ɪmpɔːt ˌlevi/ *noun* a tax on imports, especially in the EU a tax on imports of farm produce from outside the EU

import licence /'ɪmpɔːt ˌlaɪs(ə)ns/, **import permit** /'ɪmpɔːt ˌpɜːmɪt/ *noun* an official document which allows goods to be imported

import quota /'ɪmpɔːt ˌkwɒtə/ *noun* a fixed quantity of a particular type of goods which the government allows to be imported ○ *The government has imposed a quota on the importation of cars.* ○ *The quota on imported cars has been lifted.*

import restrictions /'ɪmpɔːt rɪˌstrɪkʃ(ə)nz/ *plural noun* actions taken by a government to reduce the level of imports (by imposing quotas, duties, etc.)

imports /'ɪmpɔːts/ *plural noun* goods brought into a country from abroad for sale ○ *Imports from Poland have risen to \$1m a year.* (NOTE: Usually used in the plural, but the singular is used before a noun.)

import surcharge /'ɪmpɔːt ˌsɜːtʃɑːdʒ/ *noun* the extra duty charged on imported goods, to try to stop them from being imported and to encourage local manufacture

impose /ɪm'pəʊz/ *verb* to give orders for something, e.g. a tax or a ban, which other people have to pay or obey ○ *to impose a tax on bicycles* ○ *The unions have asked the government to impose trade barriers on for* ○ *They tried to impose a ban on smoking.* ○ *The government imposed a special duty on oil.*

imposition /ˌɪmpəˈzɪʃ(ə)n/ *noun* the act of imposing something

impound /ɪm'paʊnd/ *verb* to take something away and keep it until a tax is paid ○ *customs impounded the whole cargo*

impounding /ɪm'paʊndɪŋ/ *noun* an act of taking something and keeping it until a tax is paid

imprest system /'ɪmprest ˌsɪstəm/ *noun* a system of controlling petty cash, where cash is paid out against a written receipt and the receipt is used to get more cash to bring the float to the original level

imprinter /ɪm'prɪntə/ *noun* a hand-operated machine for printing the details of a customer's credit card on a sales voucher

improve /ɪm'pruːv/ *verb* to make something better, or to become better ○ *We are trying to improve our image with a series of TV commercials.* ○ *They hope to improve the company's market share.* ○ *We hope the cash flow position will improve or we will have difficulty in paying our bills.* ○ **export trade has improved sharply during the first quarter** export trade has increased suddenly and greatly in the first period of the year

‘...we also invest in companies whose growth and profitability could be improved by a management buyout’ [Times]

improved offer /ɪm'pruːvd ˈɒfə/ *noun* an offer which is larger or has better terms than the previous offer

improvement /ɪm'pruːvmənt/ *noun* 1. the process of getting better ○ *There is no improvement in the cash flow situation.* ○ *Sales are showing a sharp improvement over last year.* ○ *Employees have noticed an improvement in the*

working environment. **2.** something which is better □ **an improvement on an offer** an act of making a better offer

'...the management says the rate of loss-making has come down and it expects further improvement in the next few years' [*Financial Times*]

improve on /ɪm'pru:v ɒn/ *verb* to do better than □ **she refused to improve on her previous offer** she refused to make a better offer

impulse /'ɪmpʌls/ *noun* a sudden decision □ **to do something on impulse** to do something because you have just thought of it, not because it was planned

impulse buyer /'ɪmpʌls ˌbaɪə/ *noun* a person who buys something on impulse, not because he or she intended to buy it

impulse buying /'ɪmpʌls ˌbaɪɪŋ/ *noun* the practice of buying items which you have just seen, not because you had planned to buy them

impulse purchase /'ɪmpʌls ˌpɜ:tʃɪs/ *noun* something bought as soon as it is seen

imputation system /ɪˌɪmpju:ˈteɪʃ(ə)n ˌsɪstəm/ *noun* a system of taxation of dividends, where the company pays advance corporation tax on the dividends it pays to its shareholders, and the shareholders pay no tax on the dividends received, assuming that they pay tax at the standard rate (the ACT is shown as a tax credit which is imputed to the shareholder)

impute /ɪm'pjʊ:t/ *verb* to pass the responsibility for something to someone else

imputed value /ɪmˌpjʊ:tɪd ˈvælju:/ *noun* a value which is given to figures, for which an accurate value cannot be calculated

IMRO *abbreviation* Investment Management Regulatory Organisation

inactive /ɪn'æktɪv/ *adjective* not active or not busy

inactive account /ɪnˌæktɪv əˈkaʊnt/ *noun* a bank account which is not used (i.e. no deposits or withdrawals are made) over a period of time

inactive market /ɪnˌæktɪv ˈmɑ:kɪt/ *noun* stock market with few buyers or sellers

Inc *abbreviation* US incorporated

incentive /ɪn'sentɪv/ *noun* something which encourages a customer to buy, or employees to work better

'...some further profit-taking was seen yesterday as investors continued to lack fresh incentives to renew buying activity' [*Financial Times*]

'...a well-designed plan can help companies retain talented employees and offer enticing performance incentives – all at an affordable cost' [*Fortune*]

'...the right incentives can work when used strategically' [*Management Today*]

'...an additional incentive is that the Japanese are prepared to give rewards where they are due' [*Management Today*]

incentive bonus /ɪn'sentɪv ˌbəʊnəs/, **incentive payment** /ɪn'sentɪv ˌpeɪmənt/ *noun* an extra payment offered to workers to make them work better

incentive scheme /ɪn'sentɪv ski:m/ *noun* a plan to encourage better work by paying higher commission or bonuses ○ *Incentive schemes are boosting production.*

inchoate /ɪn'keɪʊt/ *adjective* referring to an instrument which is incomplete (i.e. where some of the details need to be filled in)

incidental /ɪn'sɪd(ə)nt(ə)l/ *adjective* which is not important, but connected with something else

incidental expenses /ɪn'sɪd(ə)nt(ə)l ɪk'spensɪz/ *plural noun* small amounts of money spent at various times in addition to larger amounts

incidentals /ɪn'sɪd(ə)nt(ə)lz/ *plural noun* same as **incidental expenses**

include /ɪn'klu:d/ *verb* to count something along with other things ○ *The charge includes VAT.* ○ *The total is £140 not including insurance and freight.* ○ *The account covers services up to and including the month of June.*

inclusive /ɪn'klu:sɪv/ *adjective* which counts something in with other things ○ *inclusive of tax* ○ *not inclusive of VAT* □ **inclusive of** including ○ *inclusive of tax* ○ *not inclusive of VAT*

inclusive charge /ɪnˌklu:sɪv ˈtʃɑ:dʒ/, **inclusive sum** /ɪnˌklu:sɪv ˈsʌm/ *noun* a charge which includes all items or costs

income /'ɪnkʌm/ *noun* **1.** money which a person receives as salary or dividends □ **lower income bracket**, **upper**

income bracket the groups of people who earn low or high salaries considered for tax purposes **2.** money which an organisation receives as gifts or from investments ○ *The hospital has a large income from gifts.*

'...there is no risk-free way of taking regular income from your money much higher than the rate of inflation' [*Guardian*]

income drawdown /'ɪŋkəm ,drɔːdaʊn/ *noun* an arrangement by which you take smaller amounts on a regular basis out of money accumulating in the pension fund, instead of taking it all at the same time in a lump sum to pay for an annuity

income fund /'ɪŋkəm fʌnd/ *noun* a fund which aims at providing a high income rather than capital growth

income gearing /'ɪŋkəm ,ɡɪərɪŋ/ *noun* the ratio of the interest a company pays on its borrowing shown as a percentage of its pretax profits (before the interest is paid)

income shares /'ɪŋkəm ʃeəz/ *plural noun* shares in an investment trust which receive income from the investments, but do not benefit from the rise in capital value of the investments

incomes policy /'ɪŋkəmz ,pɒlɪsi/ *noun* the government's ideas on how incomes should be controlled

income statement /'ɪŋkəm ,steɪtmənt/ *noun US* a statement of company expenditure and sales which shows whether the company has made a profit or loss (NOTE: The UK term is **profit and loss account**.)

income support /'ɪŋkəm sə,pɔːt/ *noun* a government benefit paid to low-income earners who are working less than 16 hours per week, provided they can show that they are actively looking for jobs. Abbreviation **IS**

income tax /'ɪŋkəm tæks/ *noun 1.* the tax on a person's income (both earned and unearned) **2.** the tax on the profits of a corporation

income tax form /'ɪŋkəm tæks ,fɔːm/ *noun* a form to be completed which declares all income to the tax office

income tax return /'ɪŋkəm tæks rɪ-,tʃɜːn/ *noun* a form used for reporting how much income you have earned and working out how much tax you have to

pay on it. Also called **declaration of income**

income units /'ɪŋkəm ,juːnɪts/ *plural noun* units in a unit trust, from which the investor receives dividends in the form of income

income yield /'ɪŋkəm jɪːld/ *noun* an actual percentage yield of government stocks, the fixed interest being shown as a percentage of the market price

incoming /'ɪŋkʌmɪŋ/ *adjective* referring to someone who has recently been elected or appointed ○ *the incoming chairman*

inconvertible /,ɪŋkən'vɜːtəb(ə)l/ *adjective* referring to currency which cannot be easily converted into other currencies

incorporate /ɪn'kɔːpəreɪt/ *verb 1.* to bring something in to form part of a main group ○ *Income from the 1998 acquisition is incorporated into the accounts. 2.* to form a registered company ○ *a company incorporated in the USA* ○ *an incorporated company* ○ *J. Doe Incorporated*

COMMENT: A company is incorporated by drawing up a memorandum of association, which is lodged with Companies House. In the UK, a company is either a private limited company (they print Ltd after their name) or a public limited company (they print Plc after their name). A company must be a Plc to obtain a Stock Exchange listing. In the US, there is no distinction between private and public companies, and all are called 'corporations'; they put Inc. after their name.

incorporation /ɪn'kɔːpə'reɪʃ(ə)n/ *noun* an act of incorporating a company

COMMENT: A corporation (a body which is legally separate from its members) is formed in one of three ways: 1) registration under the Companies Act (the normal method for commercial companies); 2) granting of a royal charter; 3) by a special Act of Parliament. A company is incorporated by drawing up a memorandum and articles of association, which are lodged with Companies House.

increase *noun* /'ɪŋkriːs/ **1.** an act of becoming larger ○ *There have been several increases in tax or tax increases in the last few years.* ○ *There is an automatic 5% increase in price or price increase on January 1st.* ○ *Profits showed*

a 10% increase or an increase of 10% on last year. □ **increase in the cost of living** a rise in the annual cost of living
2. a higher salary ○ *increase in pay or pay increase* ○ *The government hopes to hold salary increases to 3%.* □ **she had two increases last year** her salary went up twice ■ **verb** /ɪn'kriːs/ **1.** to grow bigger or higher ○ *Profits have increased faster than the increase in the rate of inflation.* ○ *Exports to Africa have increased by more than 25%.* ○ *The price of oil has increased twice in the past week.* □ **to increase in price** to cost more □ **to increase in size or value** to become larger or more valuable **2.** to make something bigger or higher □ **the company increased her salary to £20,000** the company gave her a rise in salary to £20,000

'...turnover has the potential to be increased to over 1 million dollars with energetic management and very little capital' [Australian Financial Review]

'...competition is steadily increasing and could affect profit margins as the company tries to retain its market share' [Citizen (Ottawa)]

increment /'ɪŋkrɪmənt/ **noun** a regular automatic increase in salary ○ *an annual increment* □ **salary which rises in annual increments of £1000** each year the salary is increased by £1000

incremental /,ɪŋkrɪ'ment(ə)/ **adjective** which rises automatically in stages

incremental cost /,ɪŋkrɪment(ə)l 'kɒst/ **noun** the cost of making extra units above the number already planned (this may then include further fixed costs)

incremental increase /,ɪŋkrɪment(ə)l 'ɪnkriːs/ **noun** an increase in salary according to an agreed annual increment

incremental scale /,ɪŋkrɪment(ə)l 'skeɪl/ **noun** a salary scale with regular annual salary increases

incur /ɪn'kʊː/ **verb** to make yourself liable to something □ **to incur the risk of a penalty** to make it possible that you risk paying a penalty □ **the company has incurred heavy costs to implement the expansion programme** the company has had to pay large sums of money

'...the company blames fiercely competitive market conditions in Europe for a £14m operating loss last year, incurred despite a record turnover' [Financial Times]

indebted /ɪn'detɪd/ **adjective** owing money to someone ○ *to be indebted to a property company*

indemnification /ɪndemnɪfɪ'keɪʃən/ **noun** payment for damage

indemnify /ɪn'demnɪfaɪ/ **verb** to pay for damage ○ *to indemnify someone for a loss*

indemnity /ɪn'demnɪti/ **noun** **1.** a guarantee of payment after a loss ○ *She had to pay an indemnity of £100.* **2.** compensation paid after a loss

indent **noun** /'ɪndent/ **1.** an order placed by an importer for goods from overseas ○ *They put in an indent for a new stock of soap.* **2.** a line of typing which starts several spaces from the left-hand margin ■ **verb** /ɪn'dent/ □ **to indent for something** to put in an order for something ○ *The department has indented for a new computer.*

indenture /ɪn'dentʃə/ **noun** **US** a formal agreement showing the terms of a bond issue

independent /,ɪndɪ'pendənt/ **adjective** not under the control or authority of anyone else

independent authenticator /,ɪndɪpendənt əv'tentɪkeɪtə/ **noun** a company that has the authority (from the government or the internet controlling body) to issue certificates of authentication when they are sure that a company is who it claims to be

independent company /,ɪndɪpendənt 'kʌmp(ə)nɪ/ **noun** a company which is not controlled by another company

independent financial adviser /,ɪndɪpendənt faɪ'nænʃ(ə)l əd'vaɪzə/ **noun** a person who gives impartial advice on financial matters, who is not connected with any financial institution. Abbreviation **IFA**

independents /,ɪndɪ'pendənts/ **plural noun** shops or companies which are owned by private individuals or families

'...many independents took advantage of the bank holiday period when the big multiples were closed' [The Grocer]

independent trader /,ɪndɪpendənt 'treɪdə/, **independent shop** /,ɪndɪpendənt 'ʃɒp/ **noun** a shop which is owned by an individual proprietor, not by a chain

index /'ɪndeks/ *noun* **1.** a list of items classified into groups or put in alphabetical order **2.** a regular statistical report which shows rises and falls in prices, values or levels **3.** a figure based on the current market price of certain shares on a stock exchange ■ *verb* to link a payment to an index ○ *salaries indexed to the cost of living*

'...the index of industrial production sank 0.2 per cent for the latest month after rising 0.3 per cent in March' [*Financial Times*]

'...an analysis of the consumer price index for the first half of the year shows that the rate of inflation went down by 12.9 per cent' [*Business Times (Lagos)*]

index arbitrage /'ɪndeks ˌɑːbɪtrɑːʒ/ *noun* buying or selling a basket of stocks against an index option or future

indexation /,ɪndek'seɪʃ(ə)n/ *noun* the linking of something to an index

indexation of wage increases /,ɪndek'seɪʃ(ə)n əv 'weɪdʒ ɪnkrɪːsɪz/ *noun* the linking of wage increases to the percentage rise in the cost of living

index card /'ɪndeks kɑːd/ *noun* a card used to make a card index

indexed portfolio /,ɪndekst pɔːt-
'fəʊliəʊ/ *noun* a portfolio of shares in all the companies which form the basis of a stock exchange index

index fund /'ɪndeks fʌnd/ *noun* an investment fund consisting of shares in all the companies which are used to calculate a Stock Exchange index (NOTE: The plural is **indexes** or **indices**.)

index letter /'ɪndeks ˌletə/ *noun* a letter of an item in an index

index-linked /,ɪndeks 'lɪŋkt/ *adjective* which rises automatically by the percentage increase in the cost of living ○ *index-linked government bonds* ○ *Inflation did not affect her as she has an index-linked pension.*

'...two-year index-linked savings certificates now pay 3 per cent a year tax free, in addition to index-linking' [*Financial Times*]

index number /'ɪndeks ˌnʌmbə/ *noun* **1.** a number of something in an index **2.** a number showing the percentage rise of something over a period

index tracker /'ɪndeks ˌtrækə/ *noun* an investor or fund manager who tracks an index

index-tracking /'ɪndeks ˌtrækɪŋ/ *adjective* which tracks an index

indicate /'ɪndɪkeɪt/ *verb* to show something ○ *The latest figures indicate a fall in the inflation rate.* ○ *Our sales for last year indicate a move from the home market to exports.*

indicator /'ɪndɪkeɪtə/ *noun* something which indicates

'...it reduces this month's growth in the key M3 indicator from about 19% to 12%' [*Sunday Times*]

'...we may expect the US leading economic indicators for April to show faster economic growth' [*Australian Financial Review*]

'...other indicators, such as high real interest rates, suggest that monetary conditions are extremely tight' [*Economist*]

indirect /,ɪndaɪ'rekt/ *adjective* not direct

indirect costs /,ɪndaɪ'rekt 'kɒsts/, **indirect expenses** /,ɪndaɪ'rekt ɪk-
'spensɪz/ *plural noun* costs which are not directly related to the making of a product (such as cleaning, rent or administration)

indirect labour costs /,ɪndaɪ'rekt
'leɪbə kɒsts/ *plural noun* the cost of paying employees not directly involved in making a product such as cleaners or canteen staff. Such costs cannot be allocated to a cost centre.

indirect loss /,ɪndaɪ'rekt 'lɒs/ *noun* same as **consequential loss**

indirect tax /,ɪndaɪ'rekt 'tæks/ *noun* a tax (such as VAT) paid to someone who then pays it to the government

indirect taxation /,ɪndaɪ'rekt tæk-
'seɪʃ(ə)n/ *noun* taxes (such as sales tax) which are not paid direct to the government ○ *The government raises more money by indirect taxation than by direct.*

individual /,ɪndɪ'vɪdʒuəl/ *noun* one single person ○ *a savings plan tailored to the requirements of the private individual* ■ *adjective* single or belonging to one person ○ *a pension plan designed to meet each person's individual requirements* ○ *We sell individual portions of ice cream.*

Individual Retirement Account /,ɪndɪvɪdʒuəl rɪ'taɪəmənt əˌkaʊnt/ *noun* **US** a private pension scheme, into which persons on lower incomes can make contributions (for people not covered by a company pension scheme). Abbreviation **IRA**

Individual Savings Account /ˌɪndɪvɪdʒuəl 'seɪvɪŋz əˈkaʊnt/ *noun* a British scheme by which individuals can invest for their retirement by putting a limited amount of money each year in a tax-free account. Abbreviation **ISA**

inducement /ɪnˈdjuːsmənt/ *noun* something which helps to persuade someone to do something ○ *They offered her a company car as an inducement to stay.*

industrial /ɪnˈdʌstriəl/ *adjective* referring to manufacturing work □ to **take industrial action** to go on strike or go-slow □ **land zoned for light industrial use** land where planning permission has been given to build small factories for light industry

‘...indications of renewed weakness in the US economy were contained in figures on industrial production for April’ [*Financial Times*]

industrial accident /ɪnˈdʌstriəl 'æksɪd(ə)nt/ *noun* an accident which takes place at work

industrial arbitration tribunal /ɪnˈdʌstriəl ɑːbɪˈtreɪf(ə)n traɪˈbjʊːn(ə)/ *noun* a court which decides in industrial disputes

industrial bank /ɪnˈdʌstriəl bæŋk/ *noun* a finance house which lends to business customers

industrial capacity /ɪnˈdʌstriəl kəˈpæsɪti/ *noun* the amount of work which can be done in a factory or several factories

industrial centre /ɪnˈdʌstriəl ˌsentə/ *noun* a large town with many industries

industrial court /ɪnˈdʌstriəl 'kɔːt/ *noun* a court which can decide in industrial disputes if both parties agree to ask it to judge between them

industrial debenture /ɪnˈdʌstriəl dɪˈbentʃə/ *noun* a debenture raised by an industrial company

industrial development /ɪnˈdʌstriəl dɪˈveləpmənt/ *noun* the planning and building of new industries in special areas

industrial espionage /ɪnˈdʌstriəl 'espɪənəʒ/ *noun* the practice of trying to find out the secrets of a competitor's work or products, usually by illegal means

industrial expansion /ɪnˈdʌstriəl ɪkˈspænjən/ *noun* the growth of industries in a country or a region

industrial injury /ɪnˈdʌstriəl 'ɪndʒəri/ *noun* an injury to an employee that occurs in the workplace

industrialisation /ɪnˈdʌstriəlɪz- 'zeɪf(ə)n/, **industrialization** *noun* the process of change by which an economy becomes based on industrial production rather than on agriculture

industrialise /ɪnˈdʌstriəlɪz/, **industrialize** *verb* to set up industries in a country which had none before

‘...central bank and finance ministry officials of the industrialized countries will continue work on the report’ [*Wall Street Journal*]

industrial loan /ɪnˈdʌstriəl 'ləʊn/ *noun* a loan raised by an industrial company

industrial processes /ɪnˈdʌstriəl 'prəʊsesɪz/ *plural noun* the various stages involved in manufacturing products in factories

industrial property /ɪnˈdʌstriəl 'prɒpəti/ *noun* factories or other buildings used for industrial purposes

industrial relations /ɪnˈdʌstriəl rɪˈleɪf(ə)nz/ *plural noun* relations between management and employees ○ *The company has a history of bad labour relations.*

‘Britain’s industrial relations climate is changing’ [*Personnel Today*]

industrials /ɪnˈdʌstriəlz/ *plural noun* shares in manufacturing companies

industrial training /ɪnˈdʌstriəl 'treɪnɪŋ/ *noun* the training of new employees to work in an industry

industrial tribunal /ɪnˈdʌstriəl traɪˈbjʊːn(ə)/ *noun* a court which can decide in disputes about employment

‘ACAS has a legal obligation to try and solve industrial grievances before they reach industrial tribunals’ [*Personnel Today*]

industry /ˈɪndəstri/ *noun* **1.** all factories, companies or processes involved in the manufacturing of products ○ *All sectors of industry have shown rises in output.* **2.** a group of companies making the same type of product or offering the same type of service ○ *the aircraft industry* ○ *the food-processing industry* ○ *the petroleum industry* ○ *the advertising industry*

'...with the present overcapacity in the airline industry, discounting of tickets is widespread' [*Business Traveller*]

ineligible /ɪn'elɪdʒɪb(ə)l/ *adjective*
not eligible

ineligible bill /ɪn'elɪdʒəb(ə)l bɪl/ *noun*
a bill of exchange which cannot be discounted by a central bank

inflate /ɪn'fleɪt/ *verb* □ **to inflate prices**
to increase prices without any reason

inflated /ɪn'fleɪtɪd/ *adjective* □ **inflated prices**
prices which are increased without any reason ○ *Tourists don't want to pay inflated London prices.*

inflation /ɪn'fleɪʃ(ə)n/ *noun*
a greater increase in the supply of money or credit than in the production of goods and services, resulting in higher prices and a fall in the purchasing power of money ○ *to take measures to reduce inflation* ○ *High interest rates tend to increase inflation.* □ **we have 3% inflation or inflation is running at 3%**
prices are 3% higher than at the same time last year □ **spiralling inflation**
inflation where price rises make workers ask for higher wages which then increase prices again

inflation accounting /ɪn'fleɪʃ(ə)n əˌkaʊntɪŋ/ *noun*
an accounting system, where inflation is taken into account when calculating the value of assets and the preparation of accounts

inflationary /ɪn'fleɪʃ(ə)n(ə)rɪ/ *adjective*
which tends to increase inflation ○ *inflationary trends in the economy* □ **the economy is in an inflationary spiral**
the economy is in a situation where price rises encourage higher wage demands which in turn make prices rise

'...inflationary expectations fell somewhat this month, but remained a long way above the actual inflation rate, according to figures released yesterday. The annual rate of inflation measured by the consumer price index has been below 2 per cent for over 18 months' [*Australian Financial Review*]

inflation-proof /ɪn'fleɪʃ(ə)n pru:f/ *adjective*
referring to a pension, etc. which is index-linked, so that its value is preserved in times of inflation

inflation-proof pension /ɪn'fleɪʃ(ə)n pru:f 'penʃən/ *noun*
a pension which will rise to keep pace with inflation

inflation rate /ɪn'fleɪʃ(ə)n reɪt/ *noun*
a figure, in the form of a percentage, which shows the amount by which inflation has increased over a period of time, usually a year. Also called **rate of inflation**

'...the decision by the government to tighten monetary policy will push the annual inflation rate above the year's previous high' [*Financial Times*]

'...when you invest to get a return, you want a 'real' return – above the inflation rate' [*Investors Chronicle*]

'...the retail prices index rose 0.4 per cent in the month, taking the annual headline inflation rate to 1.7 per cent. The underlying inflation rate, which excludes mortgage interest payments, increased to an annual rate of 3.1 per cent' [*Times*]

COMMENT: The inflation rate in the UK is calculated on a series of figures, including prices of consumer items: petrol, gas and electricity, interest rates, etc. This gives the 'underlying' inflation rate which can be compared to that of other countries. The calculation can also include mortgage interest and local taxes which give the 'headline' inflation figure. This is higher than in other countries because of these extra items. Inflation affects businesses, in that as their costs rise, so their profits may fall and it is necessary to take this into account when pricing products.

inflation target /ɪn'fleɪʃ(ə)n ˌtɑːɡɪt/ *noun*
an inflation rate which the government aims to reach at some date in the future

inflow /ɪn'fləʊ/ *noun*
the act of coming in or being brought in □ **inflow of capital into the country**
capital which is coming into a country in order to be invested

'...the dollar is strong because of capital inflows rather than weak because of the trade deficit' [*Duns Business Month*]

influx /ɪn'flʌks/ *noun*
an inflow, especially one where people or things come in in large quantities ○ *an influx of foreign currency into the country* ○ *an influx of cheap labour into the cities*

'...the retail sector will also benefit from the expected influx of tourists' [*Australian Financial Review*]

information office /ɪnfə'meɪʃ(ə)n ,ɒfɪs/ *noun*
an office which gives information to tourists or visitors

information officer /ɪnfə'meɪʃ(ə)n ,ɒfɪsə/ *noun*
1. a person whose job is to give information about a company, an

organisation or a government department to the public **2.** a person whose job is to give information to other departments in the same organisation

infringe /ɪnˈfrɪndʒ/ *verb* to break a law or a right □ **to infringe a patent** to make a product which works in the same way as a patented product and not pay a royalty to the patent holder

infringement of patent /ɪnˈfrɪndʒmənt əv ˈpeɪtənt/ *noun* an act of illegally using, making or selling an invention which is patented, without the permission of the patent holder

ingot /ˈɪŋɡət/ *noun* a bar of gold or silver

inherit /ɪnˈherɪt/ *verb* to get something from a person who has died ○ *When her father died she inherited the shop.* ○ *He inherited £10,000 from his grandfather.*

inheritance /ɪnˈherɪt(ə)ns/ *noun* property which is received from a dead person

inheritance tax /ɪnˈherɪt(ə)ns tæks/ *noun* a tax on wealth or property inherited after the death of someone. Abbreviation **IHT** (NOTE: The US term is **death duty**.)

initial /ɪˈnɪʃ(ə)l/ *adjective* first or starting ○ *The initial response to the TV advertising has been very good.* ■ *verb* to write your initials on a document to show you have read it and approved ○ *to initial an amendment to a contract* ○ *Please initial the agreement at the place marked with an X.*

‘...the founding group has subscribed Nkr 14.5m of the initial Nkr 30m share capital’ [*Financial Times*]

‘...career prospects are excellent for someone with potential, and initial salary is negotiable around \$45,000 per annum’ [*Australian Financial Review*]

initial capital /ɪˈnɪʃ(ə)l ˈkæpɪt(ə)l/ *noun* capital which is used to start a business ○ *He started the business with an initial expenditure or initial investment of £500.*

initial public offering /ɪˈnɪʃ(ə)l ˌpʌblɪk ˈɒf(ə)rɪŋ/ *noun* **US** the process of offering new shares in a corporation for sale to the public as a way of launching the corporation on the Stock Exchange. Abbreviation **IPO** (NOTE: The UK term is **offer for sale**.)

initials /ɪˈnɪʃ(ə)lz/ *plural noun* a first letters of the words in a name ○ *What do the initials IMF stand for?* ○ *The chairman wrote his initials by each alteration in the contract he was signing.*

initial sales /ɪˈnɪʃ(ə)l ˈseɪlz/ *plural noun* the first sales of a new product

initial yield /ɪˈnɪʃ(ə)l ˈjɪːld/ *noun* an expected yield on a new unit trust

initiate /ɪˈnɪʃiət/ *verb* to start ○ *to initiate discussions*

initiative /ɪˈnɪʃiətɪv/ *noun* the decision to start something □ **to take the initiative** to decide to do something

inject /ɪnˈdʒekt/ *verb* □ **to inject capital into a business** to put money into a business

injection /ɪnˈdʒekʃən/ *noun* □ **a capital injection of £100,000 or an injection of £100,000 capital** putting £100,000 into an existing business

injunction /ɪnˈdʒʌŋkʃən/ *noun* a court order telling someone not to do something ○ *He got an injunction preventing the company from selling his car.* ○ *The company applied for an injunction to stop their rival from marketing a similar product.*

inland /ˈɪnlənd/ *adjective* inside a country

inland freight charges /ˈɪnlənd ˈfreɪt ˌtʃɑːdʒɪz/ *plural noun* charges for carrying goods from one part of the country to another

Inland Revenue /ˈɪnlənd ˈrevənjuː/ *noun* a British government department dealing with taxes (income tax, corporation tax, capital gains tax, inheritance tax, etc.) but not duties, such as VAT, which are collected by the Customs and Excise ○ *He received a letter from the Inland Revenue.* (NOTE: The US term is **Internal Revenue Service or IRS**.)

in play /ɪn ˈpleɪ/ *adjective* being obviously up for sale or a possible takeover target

input /ˈɪnpʊt/ *verb* □ **to input information** to put data into a computer

input lead /ˈɪnpʊt liːd/ *noun* a lead for connecting the electric current to a machine

inputs /ˈɪnpʊts/ *plural noun* goods or services bought by a company and which may be liable to VAT

input tax /'ɪnpʊt tæks/ *noun* VAT which is paid by a company on goods or services bought

inquiry office /ɪn'kwɪəri ,ɒfɪs/ *noun* an office which members of the public can go to to have their questions answered

inquorate /ɪn'kwɔːreɪt/ *adjective* without a quorum

COMMENT: If there is a quorum at a meeting, the meeting is said to be 'quorate'; if there aren't enough people present to make a quorum, the meeting is 'inquorate'.

inside /ɪn'saɪd/ *adjective, adverb* in, especially in a company's office or building ○ *We do all our design work inside.* ■ *preposition* in ○ *There was nothing inside the container.* ○ *We have a contact inside our rival's production department who gives us very useful information.*

inside director /ɪn'saɪd daɪ'rektə/ *noun* a director who works full-time in a corporation (as opposed to an outside director)

inside information /ɪn'saɪd ɪnfə'meɪʃ(ə)n/ *noun* information which is passed from people working in a company to people outside (and which can be valuable to investors in the company)

insider /ɪn'saɪdə/ *noun* a person who works in an organisation and therefore knows its secrets

COMMENT: In the USA, an insider is an officer or director of a company, or an owner of 10% or more of a class of that company's shares. An insider must report any trade to the SEC by the 10th of the month following the transaction.

insider buying /ɪn'saɪdə 'baɪɪŋ/, **insider dealing** /ɪn'saɪdə 'diːlɪŋ/, **insider trading** /ɪn'saɪdə 'treɪdɪŋ/ *noun* the illegal buying or selling of shares by staff of a company or other persons who have secret information about the company's plans

insider information /ɪn'saɪdə ɪnfə'meɪʃ(ə)n/ *noun* same as **inside information**

insider trader /ɪn'saɪdə 'treɪdə/ *noun* a person who carries out insider dealing, i.e. illegal buying or selling of shares by staff of a company or other persons who have secret information about the company's plans

inside worker /'ɪnsaɪd ,wɜːkə/ *noun* an employee who works in an office or factory (not someone who works in the open air or visits customers)

insolvency /ɪn'sɒlvənsi/ *noun* the fact of not being able to pay debts □ **he was in a state of insolvency** he could not pay his debts

'...hundreds of thrifts found themselves on the brink of insolvency after a deregulation programme prompted them to enter dangerous financial waters' [Times]

insolvent /ɪn'sɒlvənt/ *adjective* not able to pay debts ○ *The company was declared insolvent.* (NOTE: see note at **insolvency**) □ **he was declared insolvent** he was officially stated to be insolvent

COMMENT: A company is insolvent when its liabilities are higher than its assets; if this happens it must cease trading.

inspect /ɪn'spekt/ *verb* to examine in detail ○ *to inspect a machine* or *an installation* ○ *The gas board is sending an engineer to inspect the central heating system.* ○ *Officials from the DTI have come to inspect the accounts.* □ **to inspect products for defects** to look at products in detail to see if they have any defects

inspection /ɪn'spekʃən/ *noun* the close examination of something ○ *to make an inspection* or *to carry out an inspection of a machine* or *an installation* ○ *the inspection of a product for defects* □ **to carry out a tour of inspection** to visit various places, offices or factories to inspect them □ **to issue an inspection order** to order an official inspection

inspection stamp /ɪn'spekʃən stæmp/ *noun* a stamp placed on something to show it has been inspected

inspector /ɪn'spektə/ *noun* an official who inspects ○ *The inspectors will soon be round to make sure the building is safe.*

inspectorate /ɪn'spekt(ə)rət/ *noun* all inspectors

inspector of taxes /ɪn'spektər əv 'tæksɪz/ *noun* an official of the Inland Revenue who examines tax returns and decides how much tax people should pay

inspector of weights and measures /ɪn'spektər əv 'weɪts ən

'meɜzəl/ noun a government official who inspects weighing machines and goods sold in shops to see if the quantities and weights are correct

instability /ɪnstə'bɪlɪti/ *noun* the state of being unstable or moving up and down □ **a period of instability in the money markets** a period when currencies fluctuate rapidly

install /ɪn'stɔ:l/ *verb* **1.** to set up a piece of machinery or equipment, e.g. a new computer system, so that it can be used **2.** to configure a new computer program to the existing system requirements

installation /ɪnstə'leɪʃ(ə)n/ *noun* the act of setting up a piece of equipment

installment /ɪn'stɔ:lmənt/ *noun* US spelling of **instalment**

installment plan /ɪn'stɔ:lmənt plæn/, **installment sales** /ɪn'stɔ:lmənt seɪlz/, **installment buying** /ɪn'stɔ:lmənt ˈbaɪɪŋ/ *noun* **US** a system of buying something by paying a sum regularly each month ○ *to buy a car on the installment plan* (NOTE: The UK term is **hire purchase**.)

instalment /ɪn'stɔ:lmənt/ *noun* a part of a payment which is paid regularly until the total amount is paid ○ *The first instalment is payable on signature of the agreement.* □ **the final instalment is now due** the last of a series of payments should be paid now □ **to pay £25 down and monthly instalments of £20** to pay a first payment of £25 and the rest in payments of £20 each month □ **to miss an instalment** not to pay an instalment at the right time

instalment credit /ɪn'stɔ:lmənt ˈkredit/ *noun* an arrangement by which a purchaser pays for goods bought in instalments over a period of time

instant /ɪnstənt/ *adjective* immediately available ○ *Instant credit is available to current account holders.*

instant access account /ɪnstənt ˈæksəs əˌkaʊnt/ *noun* a deposit account which pays interest and from which you can withdraw money immediately without penalty

Institute of Chartered Accountants in England and Wales /ɪnstɪtju:t əv ˌtʃɑ:təd əˌkaʊntənts ɪn ˌɪŋɡlənd ən ˈweɪlz/ *noun* a professional

body whose members are accountants in England and Wales. Abbreviation **ICAEW**

Institute of Chartered Accountants in Ireland /ɪnstɪtju:t əv ˌtʃɑ:təd əˌkaʊntənts ɪn ˈaɪələnd/ *noun* a professional body whose members are accountants in Ireland. Abbreviation **ICAI**

Institute of Chartered Accountants in Scotland /ɪnstɪtju:t əv ˌtʃɑ:təd əˌkaʊntənts ɪn ˈskɒtlənd/ *noun* a professional body whose members are accountants in Scotland. Abbreviation **ICAS**

institution /ɪnstɪ'tju:ʃ(ə)n/ *noun* an organisation or society set up for a particular purpose. ♣ **financial institution**

institutional /ɪnstɪ'tju:ʃ(ə)n(ə)l/ *adjective* referring to an institution, especially a financial institution

'...during the 1970s commercial property was regarded by big institutional investors as an alternative to equities' [*Investors Chronicle*]

institutional buying /ɪnstɪtju:ʃ(ə)n(ə)l ˈbaɪɪŋ/ *noun* buying or selling shares by financial institutions

institutional buyout /ɪnstɪtju:ʃ(ə)n(ə)l ˈbaɪaʊt/ *noun* a takeover of a company by a financial institution, which backs a group of managers who will run it. Abbreviation **IBO**

institutional investor /ɪnstɪtju:ʃ(ə)n(ə)l ɪnˈvestə/ *noun* **1.** a financial institution which invests money in securities **2.** an organisation (such as a pension fund or insurance company) with large sums of money to invest

instruction /ɪn'strʌkʃən/ *noun* an order which tells what should be done or how something is to be used ○ *He gave instructions to his stockbroker to sell the shares immediately.* □ **to await instructions** to wait for someone to tell you what to do □ **to issue instructions** to tell people what to do

instrument /ɪnstrʉmənt/ *noun* **1.** a tool or piece of equipment ○ *The technician brought instruments to measure the output of electricity.* **2.** a legal document

insufficient funds /ɪnsəfɪʃ(ə)nt ˈfʌndz/ *noun* **US** same as **non-sufficient funds**

insurable /ɪnˈʃʊərəb(ə)/ *adjective* which can be insured

insurable interest /ɪnˈʃʊərəb(ə)l ˈɪntrəst/ *noun* the value of the thing insured which is attributed to the person who is taking out the insurance

insurance /ɪnˈʃʊərəns/ *noun* an agreement that in return for regular payments (called ‘premiums’), a company will pay compensation for loss, damage, injury or death ○ *to take out insurance* ○ *Repairs will be paid for by the insurance.* □ *to take out an insurance against fire* to pay a premium, so that, if a fire happens, compensation will be paid □ *to take out an insurance on the house* to pay a premium, so that, if the house is damaged, compensation will be paid □ **the damage is covered by the insurance** the insurance company will pay for the damage □ **to pay the insurance on a car** to pay premiums to insure a car

insurance agent /ɪnˈʃʊərəns ˌeɪdʒənt/, **insurance broker** /ɪnˈʃʊərəns ˌbrəʊkə/ *noun* a person who arranges insurance for clients

insurance claim /ɪnˈʃʊərəns kleɪm/ *noun* a request to an insurance company to pay compensation for damage or loss

insurance company /ɪnˈʃʊərəns ˌkʌmp(ə)nɪ/ *noun* a company whose business is insurance

insurance contract /ɪnˈʃʊərəns ˌkɒntrækt/ *noun* an agreement by an insurance company to insure

insurance cover /ɪnˈʃʊərəns ˌkʌvə/ *noun* protection guaranteed by an insurance policy ○ *Do you have cover against theft?*

insurance policy /ɪnˈʃʊərəns ˌpɒlɪsi/ *noun* a document which shows the conditions of an insurance contract

insurance premium /ɪnˈʃʊərəns ˌprɪmiəm/ *noun* an annual payment made by a person or a company to an insurance company

insurance rates /ɪnˈʃʊərəns reɪts/ *plural noun* the amount of premium which has to be paid per £1000 of insurance

insurance salesman /ɪnˈʃʊərəns ˌseɪlzmən/ *noun* a person who encourages clients to take out insurance policies

insure /ɪnˈʃʊə/ *verb* to have a contract with a company whereby, if regular small payments are made, the company will pay compensation for loss, damage, injury or death ○ *to insure a house against fire* ○ *to insure someone's life* ○ *to insure baggage against loss* ○ *to insure against loss of earnings* ○ *He was insured for £100,000.* □ **the insured** the person or organisation that will benefit from an insurance □ **the sum insured** the largest amount of money that an insurer will pay under an insurance

insured account /ɪnˈʃʊəd əˈkaʊnt/ *noun* an account with a bank which is insured by the customer's insurance

insured money market account /ɪnˈʃʊəd ˈmʌni ˌmɑːkɪt əˈkaʊnt/ *noun* a high-yield account, in which the investor has to deposit a certain minimum sum, which is insured by the provider against capital loss. Abbreviation **IMMA**

insurer /ɪnˈʃʊərə/ *noun* a company which insures (NOTE: For life insurance, UK English prefers to use **assuror**.)

intangible /ɪnˈtændʒɪb(ə)l/ *adjective* which cannot be touched

intangible assets /ɪnˈtændʒɪb(ə)l ˈæsets/, **intangibles** /ɪnˈtændʒɪb(ə)lz/ *plural noun* assets which have a value, but which cannot be seen, e.g. goodwill, or a patent or a trademark

integrate /ˈɪntɪɡreɪt/ *verb* to link things together to form one whole group

integration /ˌɪntrɪˈɡreɪʃ(ə)n/ *noun* the act of bringing several businesses together under a central control

COMMENT: In a case of horizontal integration, a large supermarket might take over another smaller supermarket chain; on the other hand, if a supermarket takes over a food packaging company the integration would be vertical.

intent /ɪnˈtent/ *noun* something that someone plans to do

inter- /ɪntə/ *prefix* between □ **inter-company dealings** dealings between two companies in the same group □ **inter-company comparisons** comparing the results of one company with those of another in the same product area

inter-bank /ˈɪntə bæŋk/ *adjective* between banks □ **inter-bank deposits** money which banks deposit with other

banks □ **inter-bank rates** rates of interest charged on inter-bank loans

inter-bank loan /,ɪntə bæŋk 'ləʊn/ *noun* a loan from one bank to another

inter-bank market /,ɪntə bæŋk 'mɑːkɪt/ *noun* a market where banks lend to or borrow from each other

inter-city /,ɪntə 'sɪti/ *adjective* between cities ○ *Inter-city train services are often quicker than going by air.*

inter-dealer broker /,ɪntə 'diːlə ,brəʊkə/ *noun* a broker who acts as an intermediary between dealers in government securities

interest /'ɪntrəst/ *noun* **1.** payment made by a borrower for the use of money, calculated as a percentage of the capital borrowed **2.** money paid as income on investments or loans ○ *to receive interest at 5%* ○ *the loan pays 5% interest* ○ *deposit which yields or gives or produces or bears 5% interest* ○ *account which earns interest at 10% or which earns 10% interest* ○ *The bank pays 10% interest on deposits.* □ **accrual of interest** the automatic addition of interest to capital **3.** a part of the ownership of something, e.g. if you invest money in a company you acquire a financial share or interest in it □ **to acquire a substantial interest in the company** to buy a large number of shares in a company □ **to declare an interest** to state in public that you own shares in a company being discussed or that you are related to someone who can benefit from your contacts ■ *verb* to attract someone's attention ○ *She tried to interest several companies in her new invention.* ○ *The company is trying to interest a wide range of customers in its products.* □ **interested** in paying attention to ○ *The managing director is interested only in increasing profitability.*

interest-bearing account /,ɪntrəst ,beərɪŋ ə'kaʊnt/ *noun* a bank account which gives interest

interest-bearing deposits /,ɪntrəst ,beərɪŋ dɪ'pɒzɪts/ *plural noun* deposits which produce interest

interest charges /'ɪntrəst ,tʃɑːdʒɪz/ *plural noun* money paid as interest on a loan

interest cover /'ɪntrəst ,kʌvə/ *noun* the ability to pay interest payments on a loan

interested party /,ɪntrestɪd 'pɑːti/ *noun* a person or company with a financial interest in a company

interest-free credit /,ɪntrəst friː 'kredɪt/ *noun* a credit or loan where no interest is paid by the borrower ○ *The company gives its staff interest-free loans.*

interesting /'ɪntrəstɪŋ/ *adjective* which attracts attention ○ *They made us a very interesting offer for the factory.*

interest rate /'ɪntrəst reɪt/ *noun* a figure which shows the percentage of the capital sum borrowed or deposited which is to be paid as interest. Also called **rate of interest**

'...since last summer American interest rates have dropped by between three and four percentage points' [*Sunday Times*]

'...a lot of money is said to be tied up in sterling because of the interest-rate differential between US and British rates' [*Australian Financial Review*]

interest rate margin /'ɪntrəst reɪt ,mɑːdʒɪn/ *noun* the difference between the interest a bank pays on deposits and the interest it charges on loans

interest rate swap /'ɪntrəst reɪt ,swɒp/ *noun* an agreement between two companies to exchange borrowings (a company with fixed-interest borrowings might swap them for variable interest borrowings of another company). Also called **plain vanilla swap**

interest-sensitive purchases /,ɪntrəst ,sensətɪv 'pɜːtʃɪsɪz/ *plural noun* purchases (such as houses or items bought on hire-purchase) which are influenced by interest rates

interest yield /'ɪntrəst jiːld/ *noun* a yield on a fixed-interest investment

interface /'ɪntəfeɪs/ *noun* a point where two groups of people come into contact

interim /'ɪntərɪm/ *adjective* made, measured or happening in the middle of a period, such as the financial year, and before the final result for the period is available ■ *noun* a statement of interim profits or dividends □ **in the interim** meanwhile, for the time being

'...the company plans to keep its annual dividend unchanged at 7.5 per share, which includes a 3.75 interim payout' [*Financial Times*]

interim dividend /,ɪntərɪm 'dɪvɪdend/ *noun* a dividend paid at the end of a half-year

interim payment /,ɪntərɪm 'peɪmənt/ *noun* a payment of part of a dividend

interim report /,ɪntərɪm rɪ'pɔ:t/, **interim statement** /,ɪntərɪm 'steɪtmənt/ *noun* a report given at the end of a half-year

intermediary /,ɪntə'mi:diəri/ *noun* a person who is the link between people or organisations who do not agree or who are negotiating ○ *He refused to act as an intermediary between the two directors.*

intermediate term /,ɪntəmi:diət 'tɜ:m/ *noun* a period of one or two years

intermediation /,ɪntəmi:di'eɪʃ(ə)n/ *noun* the arrangement of finance or insurance by an intermediary

internal /ɪn'tɜ:n(ə)l/ *adjective* **1.** inside a company □ **we decided to make an internal appointment** we decided to appoint an existing member of staff to the post, and not bring someone in from outside the company **2.** inside a country or a region

internal audit /ɪn'tɜ:n(ə)l 'ɔ:dɪt/ *noun* an audit carried out by a department inside the company

internal audit department /ɪn'tɜ:n(ə)l 'ɔ:dɪt dɪ'pɑ:t'mənt/ *noun* a department of a company which examines the internal accounting controls of that company

internal auditor /ɪn'tɜ:n(ə)l 'ɔ:dɪtə/ *noun* a member of staff who audits a company's accounts

internal control /ɪn'tɜ:n(ə)l kən'trəʊl/ *noun* a system set up by the management of a company to monitor and control the company's activities

internal growth /ɪn'tɜ:n(ə)l 'grəʊθ/ *noun* the development of a company by growing its existing business with its own finances, as opposed to acquiring other businesses. Also called **organic growth** (NOTE: The opposite is **external growth**.)

Internal Market /ɪn'tɜ:n(ə)l 'mɑ:kɪt/ *noun* the EU considered as one single market, with no tariff barriers between its member states

internal rate of return /ɪn'tɜ:n(ə)l reɪt əv rɪ'tɜ:n/ *noun* an average annual yield of an investment, where the interest earned over a period of time is the same as the original cost of the investment. Abbreviation **IRR**

Internal Revenue Service /ɪn'tɜ:n(ə)l 'revənju: 'sɜ:vɪs/ *noun* US a government department which deals with tax. Abbreviation **IRS**

internal trade /ɪn'tɜ:n(ə)l 'treɪd/ *noun* trade between various parts of a country (NOTE: The opposite is **external trade**.)

international /,ɪntə'næʃ(ə)nəl/ *adjective* working between countries

International Bank for Reconstruction and Development /ɪntə'næʃ(ə)nəl bæŋk fə 'rɪ:kənstrʌkʃ(ə)n ən dɪ'veləpmənt/ *noun* the official name of the World Bank. Abbreviation **IBRD**

International Commodities Clearing House /,ɪntə'næʃ(ə)nəl kə'mɒdɪtɪz 'kleərɪŋ haʊs/ *noun* a clearing house which deals in settlements of futures contracts in commodities and financial futures. Abbreviation **ICCH**

International Finance Corporation /,ɪntə'næʃ(ə)nəl 'faɪnəns 'kɔ:pəreɪʃ(ə)n/ *noun* a subsidiary of the World Bank which makes loans to private companies. Abbreviation **IFC**

International Labour Organization /,ɪntə'næʃ(ə)nəl 'leɪbər ɔ:gənəɪ'zeɪʃ(ə)n/ *noun* a section of the United Nations which tries to improve working conditions and workers' pay in member countries. Abbreviation **ILO**

international law /,ɪntə'næʃ(ə)nəl 'lɔ:/ *noun* laws referring to the way countries deal with each other

international lawyer /,ɪntə'næʃ(ə)nəl 'lɔ:jə/ *noun* a person who specialises in international law

International Monetary Fund /,ɪntə'næʃ(ə)nəl 'mʌnɪt(ə)rɪ 'fʌnd/ *noun* a type of bank which is part of the United Nations and helps member states in financial difficulties, gives financial advice to members and encourages world trade. Abbreviation **IMF**

International Monetary Market /,ɪntə'næʃ(ə)nəl 'mʌnɪt(ə)rɪ 'mɑ:kɪt/ *noun* a part of the Chicago Mercantile

Exchange dealing in financial futures.
Abbreviation **IMM**

international monetary system /,ɪntənəʃ(ə)nəl 'mʌnɪt(ə)rɪ ,sɪstəm/ *noun* methods of controlling and exchanging currencies between countries

international money markets /,ɪntənəʃ(ə)nəl 'mʌni ,mɑːkɪts/ *plural noun* markets, such as the Euromarket, the international market for lending or borrowing in eurocurrencies

international money order /,ɪntənəʃ(ə)nəl 'mʌni ,ɔːdɔː/ *noun* a money order in a foreign currency which is payable to someone living in a foreign country

International Petroleum Exchange /,ɪntənəʃ(ə)nəl pə'trɔʊliəm ɪks,tʃeɪndʒ/ *noun* a London commodity exchange dealing in crude oil and natural gas futures. Abbreviation **IPE**

international trade /,ɪntənəʃ(ə)nəl 'treɪd/ *noun* trade between different countries

Internet /'ɪntənɪt/ *noun* the global, public network of computers and telephone links that houses websites, allows email to be sent and is accessed with the aid of a modem ○ *Much of our business is done on the Internet.* ○ *Internet sales form an important part of our turnover.* ○ *He searched the Internet for information on cheap tickets to the USA.* (NOTE: The Internet uses the Internet Protocol (IP) as a communication standard.)

'...they predict a tenfold increase in sales via internet or TV between 1999 and 2004' [*Investors Chronicle*]

'...in two significant decisions, the Securities and Exchange Board of India today allowed trading of shares through the Internet and set a deadline for companies to conform to norms for good corporate governance' [*The Hindu*]

Internet bank /'ɪntənɪt bæŋk/ *noun* a bank that allows its customers to have credit in an account on the Internet, and use it to pay for purchases made on the Internet

Interstate Commerce Commission /,ɪntəsteɪt 'kɒmɜːs kə,mɪʃ(ə)n/ *noun* **US** a federal agency which regulates business activity involving two or more of the states in the US. Abbreviation **ICC**

intervene /,ɪntə'viːn/ *verb* to try to make a change in a situation in which you have not been involved before □ **to**

intervene in a dispute to try to settle a dispute

intervention /,ɪntə'venʃən/ *noun* the act of becoming involved in a situation in order to change it ○ *the central bank's intervention in the banking crisis* ○ *the government's intervention in the labour dispute*

intervention mechanism /,ɪntə'venʃən ,mekənɪz(ə)m/ *noun* a method used by central banks in maintaining exchange rate parities (such as buying or selling foreign currency)

intervention price /,ɪntə'venʃ(ə)n praɪs/ *noun* a price at which the EU will buy farm produce which farmers cannot sell, in order to keep prices high

inter vivos /,ɪntə 'vɪvəʊs/ *phrase* a Latin phrase, 'between living people'

inter vivos trust /,ɪntə 'vɪvəʊs trʌst/ *noun* a trust set up by one person for another living person

intestate /ɪn'testət/ *adjective* □ **to die intestate** to die without having made a will

COMMENT: When someone dies intestate, the property automatically goes to the parents or siblings of an unmarried person or, if married, to the surviving partner, unless there are children.

intraday /'ɪntrədeɪ/ *adjective* within the day ○ *The stock hit a new record of 86 intraday on Friday.*

intraday liquidity /,ɪntrədeɪ lɪ'kwɪdɪti/ *noun* availability of cash in the banking system

intrinsic value /ɪn'trɪnsɪk 'væljuː/ *noun* a value which exists as part of something, such as the value of an option (for a call option, it is the difference between the current price and the higher striking price)

introduce /,ɪntrə'djuːs/ *verb* to make someone get to know somebody or something □ **to introduce a client** to bring in a new client and make them known to someone □ **to introduce a new product on the market** to produce a new product and launch it on the market

introduction /,ɪntrə'dʌkʃən/ *noun* **1.** a letter making someone get to know another person ○ *I'll give you an introduction to the MD – he is an old friend of mine.* **2.** the act of bringing an estab-

lished company to the Stock Exchange (i.e. getting permission for the shares to be traded on the Stock Exchange, used when a company is formed by a demerger from an existing larger company, and no new shares are being offered for sale)

introductory offer /,ɪntrədʌkt(ə)rɪ'ɒfəl/ *noun* a special price offered on a new product to attract customers

invalid /ɪn'væɪd/ *adjective* not valid or not legal ○ *This permit is invalid.* ○ *The claim has been declared invalid.*

invalidate /ɪn'væɪdeɪt/ *verb* to make something invalid ○ *Because the company has been taken over, the contract has been invalidated.*

invalidation /ɪn,væɪl'deɪʃən/ *noun* the act of making invalid

invalidity /,ɪnvə'lɪdɪti/ *noun* the fact of being invalid ○ *the invalidity of the contract*

inventory /'ɪnvənt(ə)rɪ/ *noun* 1. *especially US* all the stock or goods in a warehouse or shop ○ *to carry a high inventory* ○ *to aim to reduce inventory* (NOTE: The UK term is **stock**.) 2. a list of the contents of a building such as a house for sale or an office for rent ○ *to draw up an inventory of fixtures and fittings* □ *to agree the inventory* to agree that the inventory is correct ■ *verb* to make a list of stock or contents

'...a warehouse needs to tie up less capital in inventory and with its huge volume spreads out costs over bigger sales' [*Duns Business Monthly*]

inventory control /'ɪnvənt(ə)rɪkən,tʁəʊl/ *noun especially US* a system of checking that there is not too much stock in a warehouse, but just enough to meet requirements

inventory financing /'ɪnvənt(ə)rɪ,fʌɪnənsɪŋ/ *noun especially US* the use of money from working capital to purchase stock for resale

inventory turnover /,ɪnvənt(ə)rɪ'tʃɜ:nəʊvəl/ *noun especially US* the total value of stock sold during a year, divided by the value of the goods remaining in stock

invest /ɪn'vest/ *verb* 1. to put money into shares, bonds, a building society, etc., hoping that it will produce interest and increase in value ○ *He invested all his money in unit trusts.* ○ *She was advised to invest in real estate or in gov-*

ernment bonds. □ **to invest abroad** to put money into shares or bonds in overseas countries 2. to spend money on something which you believe will be useful ○ *to invest money in new machinery* ○ *to invest capital in a new factory*

'...we have substantial venture capital to invest in good projects' [*Times*]

investigate /ɪn'vestɪgeɪt/ *verb* to examine something which may be wrong ○ *The Serious Fraud Office has been asked to investigate his share dealings.*

investigation /ɪn'vestɪ'geɪʃ(ə)n/ *noun* an examination to find out what is wrong ○ *They conducted an investigation into petty theft in the office.*

investment /ɪn'vestmənt/ *noun* 1. the placing of money so that it will produce interest and increase in value ○ *They called for more government investment in new industries.* ○ *She was advised to make investments in oil companies.* 2. a share, bond or piece of property bought in the hope that it will produce more money than was used to buy it □ **he is trying to protect his investments** he is trying to make sure that the money he has invested is not lost

'...investment trusts, like unit trusts, consist of portfolios of shares and therefore provide a spread of investments' [*Investors Chronicle*]

'...investment companies took the view that prices had reached rock bottom and could only go up' [*Lloyd's List*]

investment adviser /ɪn'vestməntəd,vʌɪzə/ *noun* a person who advises people on what investments to make

investment bank /ɪn'vestməntbæŋk/ *noun US* a bank which deals with the underwriting of new issues, and advises corporations on their financial affairs (NOTE: The UK term is **issuing house**.)

investment environment /ɪn'vestməntɪn,vʌɪrənmənt/ *noun* the general economic situation in which an investment is made

investment fund /ɪn'vestməntfʌnd/ *noun* a fund that invests in start-up companies or other new projects

investment grant /ɪn'vestməntgrɑ:nt/ *noun* a government grant to a company to help it to invest in new machinery

investment income /ɪn'vestməntɪnkʌm/ *noun* income (such as interest

and dividends) from investments. Compare **earned income**

investment magazine /ɪn-vestmənt ˌmæɡəziːn/ *noun* a magazine dealing with shares, unit trusts and other possible investments

Investment Management Regulatory Organisation /ɪnˌvestmənt ˌmæniðʒmənt ˈregjʊlət(ə)ri ˌɔːɡənəˈzeɪʃ(ə)n/ *noun* a self-regulatory organisation which regulates managers of investment funds, such as pension funds, now part of the FSA. Abbreviation **IMRO**

investment trust /ɪnˌvestmənt trʌst/ *noun* a company whose shares can be bought on the Stock Exchange and whose business is to make money by buying and selling stocks and shares

investor /ɪnˈvestə/ *noun* a person who invests money

investor protection /ɪnˈvestə prəˌtektʃ(ə)n/ *noun* legislation to protect small investors from unscrupulous investment brokers and advisers

Investors in Industry /ɪnˌvestəz ɪn ˈɪndəstri/ *plural noun* a finance group partly owned by the big British High Street banks, providing finance especially to smaller companies. Abbreviation **3i**

invisible assets /ɪnˌvɪzɪb(ə)l ˈæsets/ *plural noun* assets which have a value but which cannot be seen, e.g. goodwill or patents

invisible earnings /ɪnˌvɪzɪb(ə)l ˈɜːnɪŋz/ *plural noun* foreign currency earned by a country by providing services, receiving interests or dividends, but not by selling goods

invisible exports /ɪnˌvɪzəb(ə)l ˈeksɔːrts/ *plural noun* services (such as banking, insurance or tourism) which do not involve selling a product and which are provided to foreign customers and paid for in foreign currency (NOTE: The opposite are **visible exports**.)

invisible imports /ɪnˌvɪzɪb(ə)l ˈɪmpɔːrts/ *noun* services (such as banking, insurance or tourism) which do not involve selling a product and which are provided by foreign companies and paid for in local currency (NOTE: The opposite are **visible imports**.)

invisibles /ɪnˈvɪzɪb(ə)lz/ *plural noun* invisible imports and exports

invisible trade /ɪnˈvɪzəb(ə)l treɪd/ *noun* trade involving invisible imports and exports (NOTE: The opposite is **visible trade**.)

invitation /ɪnˌvɪˈteɪʃ(ə)n/ *noun* an act of asking someone to do something ○ *to issue an invitation to someone to join the board* ○ *They advertised the invitation to tender for a contract.*

invite /ɪnˈvaɪt/ *verb* to ask someone to do something, or to ask for something ○ *to invite someone to an interview* ○ *to invite someone to join the board* ○ *to invite shareholders to subscribe a new issue* ○ *to invite tenders for a contract*

invoice /ˈɪnvɔɪs/ *noun* a note asking for payment for goods or services supplied ○ *your invoice dated November 10th* ○ *to make out an invoice for £250* ○ *to settle or to pay an invoice* ○ *They sent in their invoice six weeks late.* □ **the total is payable within thirty days of invoice** the total sum has to be paid within thirty days of the date on the invoice ■ **verb** to send an invoice to someone ○ *to invoice a customer* □ **we invoiced you on November 10th** we sent you the invoice on November 10th

invoice clerk /ˈɪnvɔɪs klɜːk/ *noun* an office worker who deals with invoices

invoice discounting /ˈɪnvɔɪs ˌdɪskaʊntɪŋ/ *noun* a method of obtaining early payment of invoices by selling them at a discount to a company which will receive payment of the invoices when they are paid. (The debtor is not informed of this arrangement, as opposed to factoring, where the debtor is informed.)

invoice price /ˈɪnvɔɪs praɪs/ *noun* the price as given on an invoice, including any discount and VAT

invoicing /ˈɪnvɔɪsɪŋ/ *noun* the work of sending invoices ○ *All our invoicing is done by computer.* □ **invoicing in triplicate** the preparation of three copies of invoices

invoicing department /ˈɪnvɔɪsɪŋ dɪˌpɑːtmənt/ *noun* the department in a company which deals with preparing and sending invoices

involuntary /ɪn'vɒlənt(ə)ri/ *adjective* not done willingly or deliberately

involuntary bankruptcy /ɪn-,vɒlənt(ə)ri 'bæŋkrəptsi/ *noun* **US** an application by creditors to have a person or corporation made bankrupt (NOTE: The UK term is **compulsory winding up**.)

inward /ɪnwəd/ *adjective* towards the home country

inward bill /ɪnwəd bɪl/ *noun* a bill of lading for goods arriving in a country

inward investment /ɪnwəd ɪn-'vestmənt/ *noun* investment from outside a country, as when a foreign company decides to set up a new factory there

inward mission /ɪnwəd 'mɪʃ(ə)n/ *noun* a visit to your home country by a group of foreign businesspeople

IOU *noun* 'I owe you'; a signed document promising that you will pay back money borrowed ○ *to pay a pile of IOUs* ○ *I have a pile of IOUs which need paying.*

IPE *abbreviation* International Petroleum Exchange

IPO *abbreviation* initial public offering

IRA /'aɪrə/ *abbreviation* **US** Individual Retirement Account

IRR *abbreviation* internal rate of return

irrecoverable /ɪrɪ'kʌv(ə)rəb(ə)l/ *adjective* which cannot be recovered

irrecoverable debt /ɪrɪ-,kʌv(ə)rəb(ə)l 'det/ *noun* a debt which will never be paid

irredeemable /ɪrɪ'di:məb(ə)l/ *adjective* which cannot be redeemed

irredeemable bond /ɪrɪ'di:məb(ə)l bɒnd/ *noun* a government bond which has no date of maturity and which therefore provides interest but can never be redeemed at full value

irregular /ɪ'regjələ/ *adjective* not correct or not done in the correct way ○ *The shipment arrived with irregular documentation.* ○ *This procedure is highly irregular.*

irregularities /ɪ'regjələ'reɪtɪz/ *plural noun* things which are not done in the correct way and which are possibly illegal ○ *to investigate irregularities in the share dealings*

'...the group, which asked for its shares to be suspended last week after the discovery of accounting irregularities, is expected to update investors about its financial predicament by the end of this week' [Times]

irrevocable /ɪ'revəkəb(ə)l/ *adjective* which cannot be changed

irrevocable acceptance /ɪ-,revəkəb(ə)l ək'septəns/ *noun* acceptance which cannot be withdrawn

irrevocable letter of credit /ɪ-,revəkəb(ə)l ,letər əv 'kredit/ *noun* a letter of credit which cannot be cancelled or changed, except if agreed between the two parties involved

IRS *abbreviation* **US** Internal Revenue Service

IS *abbreviation* income support

ISA *abbreviation* individual savings account

issuance /ɪʃuəns/ *noun* an action of issuing new shares or new bonds

issue /ɪʃu:/ *noun* an act of giving out new shares ■ *verb* to put out or to give out ○ *to issue a letter of credit* ○ *to issue shares in a new company* ○ *to issue a writ against someone* ○ *The government issued a report on London's traffic.*

'...the rights issue should overcome the cash flow problems' [Investors Chronicle]

'...the company said that its recent issue of 10.5 per cent convertible preference shares at A\$8.50 a share has been oversubscribed' [Financial Times]

issued capital /ɪʃu:d 'kæpɪt(ə)l/ *noun* an amount of capital which is given out as shares to shareholders

issued price /ɪʃu:d praɪs/, **issue price** /ɪʃu: praɪs/ *noun* the price of shares in a new company when they are offered for sale for the first time

issuer /ɪʃuə/ *noun* a financial institution that issues credit and debit cards and maintains the systems for billing and payment

issuing /ɪʃuɪŋ/ *adjective* which organises an issue of shares

IT *abbreviation* information technology

item /aɪtəm/ *noun* **1.** something for sale □ **we are holding orders for out-of-stock items** we are holding orders for goods which are not in stock ○ *Please find enclosed an order for the following items from your catalogue.* **2.** a piece of information ○ *items on a balance sheet* □ **item of expenditure** goods

or services which have been paid for and appear in the accounts **3.** a point on a list □ **we will now take item four on the agenda** we will now discuss the fourth point on the agenda

itemise /ˈaɪtəmaɪz/, **itemize** *verb* to make a detailed list of things ○ *Itemising the sales figures will take about two days.*

itemised account /ˌaɪtəmaɪzd ə-
'kaʊnt/ *noun* a detailed record of money paid or owed

itemised invoice /ˌaɪtəmaɪzd
'ɪnvɔɪs/ *noun* an invoice which lists each item separately

itemised statement /ˌaɪtəmaɪzd
'stɜːtmənt/ *noun* a bank statement where each transaction is recorded in detail

J

J curve /'dʒeɪ 'kɜ:v/ *noun* a line on a graph shaped like a letter 'J', with an initial short fall, followed by a longer rise (used to describe the effect of a falling exchange rate on a country's balance of trade)

jeep mortgage /'dʒi:p ,mɔ:ɡɪdʒ/ *noun* US same as **graduated payment mortgage** (informal)

job /dʒɒb/ *noun* **1.** an order being worked on ○ *We are working on six jobs at the moment.* ○ *The shipyard has a big job starting in August.* **2.** regular paid work ○ *She is looking for a job in the computer industry.* ○ *He lost his job when the factory closed.* ○ *Thousands of jobs will be lost if the factories close down.* □ **to give up your job** to resign or retire from your work □ **to look for a job** to try to find work □ **to retire from your job** to leave work and take a pension □ **to be out of a job** to have no work

'...he insisted that the tax advantages he directed toward small businesses will help create jobs' [*Toronto Star*]

job analysis /'dʒɒb ə,næləsɪs/ *noun* a detailed examination and report on the duties involved in a job

jobber /'dʒɒbə/ *noun* **1.** □ (stock) **jobber** formerly on the London Stock Exchange, a person who bought and sold shares from other traders **2.** US a wholesaler

'...warehouse clubs buy directly from manufacturers, eliminating jobbers and wholesale middlemen' [*Duns Business Month*]

jobbing /'dʒɒbɪŋ/ *noun* □ (stock) **jobbing** formerly on the London Stock Exchange, the business of buying and selling shares from other traders

job classification /'dʒɒb klæsɪfɪ-,keɪf(ə)n/ *noun* the process of describing jobs listed in various groups

job creation scheme /dʒɒb kri-'eɪf(ə)n ski:m/ *noun* a govern-

ment-backed scheme to make work for the unemployed

job cuts /'dʒɒb kʌts/ *plural noun* reductions in the number of jobs

job description /'dʒɒb dɪ,skrɪpʃən/ *noun* a description of what a job consists of and what skills are needed for it ○ *The letter enclosed an application form and a job description.*

job evaluation /'dʒɒb ɪvælju-,eɪf(ə)n/ *noun* the process of examining different jobs within an organisation to see what skills and qualifications are needed to carry them out

jobless /'dʒɒbləs/ *plural noun* people with no jobs, the unemployed (NOTE: takes a plural verb)

'...the contradiction between the jobless figures and latest economic review' [*Sunday Times*]

job lot /dʒɒb 'lɒt/ *noun* **1.** a group of miscellaneous items sold together ○ *They sold the household furniture as a job lot.* **2.** a small parcel of shares traded on a Stock Exchange

job opportunities /'dʒɒb ɒpə-,tju:nɪtɪz/ *plural noun* new jobs which are available ○ *The increase in export orders has created hundreds of job opportunities.*

job performance /'dʒɒb pə-,fɔ:məns/ *noun* the degree to which a job is done well or badly

job satisfaction /'dʒɒb sætɪs-,fækʃən/ *noun* an employee's feeling that he or she is happy at work and pleased with the work he or she does

job security /'dʒɒb sɪ,kjuərɪti/ *noun* **1.** the likelihood that an employee will keep his or her job for a long time or until retirement **2.** a worker's feeling that he has a right to keep his job, or that he will never be made redundant

job specification /'dʒɒb ,spesɪfɪkeɪʃ(ə)n/ *noun* a very detailed description of what is involved in a job

job title /'dʒɒb ,taɪt(ə)l/ *noun* the name given to the person who does a particular job ○ *Her job title is 'Chief Buyer'.*

joint /dʒɔɪnt/ *adjective* **1.** carried out or produced together with others ○ *a joint undertaking* **2.** one of two or more people who work together or who are linked ○ *They are joint beneficiaries of the will.* ○ *She and her brother are joint managing directors.* ○ *The two countries are joint signatories of the treaty.*

joint account /'dʒɔɪnt ə,kəʊnt/ *noun* a bank or building society account shared by two people ○ *Many married couples have joint accounts so that they can pay for household expenses.*

joint-life annuity /'dʒɔɪnt laɪf ə-,njuəti/ *noun* an annuity which continues to pay an amount to a spouse after the main beneficiary dies

jointly /'dʒɔɪntli/ *adverb* together with one or more other people ○ *to own a property jointly* ○ *to manage a company jointly* ○ *They are jointly liable for damages.* □ **jointly and severally liable** liable both as a group and as individuals

joint management /dʒɔɪnt 'mænɪdʒmənt/ *noun* management done by two or more people

joint ownership /dʒɔɪnt 'əʊnəʃɪp/ *noun* the owning of a property by several owners

joint-stock bank /'dʒɔɪnt stɒk bæŋk/ *noun* a bank which is a public company quoted on the Stock Exchange

joint-stock company /'dʒɔɪnt stɒk ,kʌmp(ə)ni/ *noun* formerly, a public company whose shares were owned by very many people (now called a Public Limited Company or Plc)

joint venture /dʒɔɪnt 'ventʃə/ *noun* a situation where two or more companies join together for one specific large business project

journal /'dʒɜːn(ə)l/ *noun* a book with the account of sales and purchases made each day

judge /dʒʌdʒ/ *noun* a person who decides in a legal case ○ *The judge sent him to prison for embezzlement.*

judgement /'dʒʌdʒmənt/, **judgment** *noun* a legal decision or official decision of a court

judgement debtor /'dʒʌdʒmənt ,detə/ *noun* a debtor who has been ordered by a court to pay a debt

judgement lien /'dʒʌdʒmənt ,liːn/ *noun* a court order putting a lien on the property of a judgement debtor

judicial /dʒuː'dɪʃ(ə)l/ *adjective* referring to the law

judicial processes /dʒuː'dɪʃ(ə)l 'prəʊsesɪz/ *plural noun* the ways in which the law works

judicial review /dʒuː'dɪʃ(ə)l rɪ'vjuː/ *noun* **1.** the examination of a case a second time by a higher court because a lower court has acted wrongly **2.** the examination of administrative decisions by a court

jumbo CD /,dʒʌmbəʊ ,sɪː 'diː/ *noun* a certificate of deposit for a very large amount of money which is bought as an investment

jump /dʒʌmp/ *noun* a sudden rise ○ *a jump in the cost-of-living index* ○ *There was a jump in unemployment figures in December.* ■ *verb* to go up suddenly ○ *Oil prices have jumped since the war started.* ○ *Share values jumped on the Stock Exchange.*

jumpy /'dʒʌmpi/ *adjective* nervous or excited □ **the market is jumpy** the stock market is nervous and share prices are likely to fluctuate

junior /'dʒuːniə/ *adjective* less important than something else

junior capital /,dʒuːniə 'kæpɪt(ə)l/ *adjective* capital in the form of shareholders' equity, which is repaid only after secured loans (called 'senior capital') have been paid if the firm goes into liquidation

junior mortgage /,dʒuːniə 'mɔːɡɪdʒ/ *noun* a second mortgage

junior partner /,dʒuːniə 'pɑːtnə/ *noun* a person who has a small part of the shares in a partnership

junior security /,dʒuːniə sɪ-'kjuəri/ *noun* a security which is repaid after other securities

junior staff /'dʒuːniə stɑːf/ *noun* people in less important positions in a company

junk /dʒʌŋk/ *noun* rubbish, useless items

junk bond /'dʒʌŋk bɒnd/ *noun* a high-interest bond raised as a debenture on the security of a company which is the subject of a takeover bid

'...the big US textile company is running deep in the red, its junk bonds are trading as low as 33 cents on the dollar' [*Wall Street Journal*]

junk mail /'dʒʌŋk meɪl/ *noun* unsolicited advertising material sent through the post and usually thrown away immediately by the people who receive it

jurisdiction /,dʒʊərɪs'dɪkʃən/ *noun*
□ **within the jurisdiction of the court**
in the legal power of a court

K

K *abbreviation* one thousand □ **'salary: £20K+'** salary more than £20,000 per annum

keen /ki:n/ *adjective* **1.** eager or active □ **keen competition** strong competition ○ *We are facing some keen competition from European manufacturers.* □ **keen demand** wide demand ○ *There is a keen demand for home computers.* **2.** □ **keen prices** prices which are kept low so as to be competitive ○ *Our prices are the keenest on the market.*

keep /ki:p/ *verb* **1.** to do what is necessary for something □ **to keep an appointment** to be there when you said you would be **2.** to hold items for sale or for information □ **to keep someone's name on file** to have someone's name on a list for reference **3.** to hold things at a certain level ○ *to keep spending to a minimum* ○ *We must keep our mailing list up to date.* ○ *The price of oil has kept the pound at a high level.* ○ *Lack of demand for typewriters has kept prices down.* (NOTE: **keeping – kept**)

keep back /,ki:p 'bæk/ *verb* to hold on to something which you could give to someone ○ *to keep back information* or *to keep something back from someone* ○ *to keep £10 back from someone's salary*

keep up /,ki:p 'ʌp/ *verb* to hold at a certain high level ○ *We must keep up the turnover in spite of the recession.* ○ *She kept up a rate of sixty words per minute for several hours.*

Keogh plan /'ki:əʊ ,plæn/ *noun* **US** a private pension system allowing self-employed businesspeople and professionals to set up pension and retirement plans for themselves

kerb market /'kɜ:b ,mɑ:kit/, **kerb trading** /'kɜ:b ,treɪdɪŋ/ *noun* an unofficial after-hours market in shares, bonds or commodities

key /ki:/ *noun* the part of a computer or typewriter which you press with your fingers ○ *There are sixty-four keys on the keyboard.* ■ *adjective* important ○ *a key factor* ○ *key industries* ○ *key personnel* ○ *a key member of our management team* ○ *She has a key post in the organisation.* ○ *We don't want to lose any key staff in the reorganisation.*

'...he gave up the finance job in September to devote more time to his global responsibilities as chairman and to work more closely with key clients' [Times]

keyboard /'ki:bɔ:d/ *noun* the part of a computer or other device with keys which are pressed to make letters or figures ■ *verb* to press the keys on a keyboard to type something ○ *She is keyboarding our address list.*

keyboarder /'ki:bɔ:də/ *noun* a person who types information into a computer

keyboarding /'ki:bɔ:dɪŋ/ *noun* the act of typing on a keyboard ○ *Keyboarding costs have risen sharply.*

key holding /ki: 'həʊldɪŋ/ *noun* an important block of shares owned by a single investor, which is large enough to influence the decisions of the board of directors

key money /'ki: ,mʌni/ *noun* a premium paid when taking over the keys of a flat or office which you are renting

keypad /'ki:pæd/ *noun* a small keyboard

key-person insurance /'ki: pɜ:s(ə)n ɪn ,fʊərəns/ *noun* an insurance policy taken out to cover the costs of replacing an employee who is particularly important to an organisation if he or she dies or is ill for a long time

key rate /ki: 'reɪt/ *noun* an interest rate which gives the basic rate on which other rates are calculated (e.g. the former bank base rate in the UK, or the

Federal Reserve's discount rate in the USA)

kickback /'kɪkbæk/ *noun* an illegal commission paid to someone, especially a government official, who helps in a business deal

kicker /'kɪkə/ *noun* a special inducement to buy a bond (such as making it convertible to shares at a preferential rate) (*informal*)

kill /kɪl/ *verb* □ **to kill an order** to stop an order taking place after it has been given (*informal*) ○ *'Kill that order' he shouted, but it was too late.*

killing /'kɪlɪŋ/ *noun* a huge profit (*informal*) ○ *He made a killing on the stock market.*

kina /'ki:nə/ *noun* a unit of currency used in Papua New Guinea

kind /kaɪnd/ *noun* a sort or type ○ *The printer produces two kinds of printout.* ○ *Our drinks machine has three kinds of cold drinks.* □ **payment in kind** payment made by giving goods or food, but not money

kip /kɪp/ *noun* a unit of currency used in Laos

kite /kaɪt/ *noun* □ **to fly a kite** to put forward a proposal to try to interest people ■ *verb* **1. US** to write cheques on one account (which may not have any money in it) and deposit them in another, withdrawing money from the second account before the cheques are cleared **2. US** to write cheques on one account and deposit them in a second account on the last day of the accounting period, thus showing the amount twice in the company's books, since the sum will not yet have been debited from the first account **3. US** to write a cheque for an amount which is higher than the total amount of money in the account, then deposit enough to cover the cheque **4.** to use stolen credit cards or cheque books

kite flier /'kaɪt flaɪə/ *noun* a person who tries to impress people by putting forward a proposal

kite-flying /kaɪt 'flaɪɪŋ/ *noun* the practice of trying to impress people by putting forward grand plans

kitty /'kɪti/ *noun* money which has been collected by a group of people to be used later (such as for an office party) ○ *We each put £5 into the kitty.*

knock down /,nɒk 'daʊn/ *verb* □ **to knock something down to a bidder** to sell something to somebody at an auction ○ *The furniture was knocked down to him for £100.*

knockdown price /'nɒkdaʊn praɪs/ *noun* a very low price ○ *He sold me the car at a knockdown price.*

knock for knock /,nɒk fə 'nɒk/ *noun* an arrangement between motor insurance companies where each company pays for its own clients' claims and does not claim against the other company

knock off /,nɒk 'ɒf/ *verb* to reduce a price by a particular amount ○ *She knocked £10 off the price for cash.*

knock-on effect /'nɒk ɒn ɪ,fekt/ *noun* the effect which an action will have on other situations ○ *The strike by customs officers has had a knock-on effect on car production by slowing down exports of cars.*

koruna /kə'ru:nə/ *noun* a unit of currency used in the Czech Republic and Slovakia

krona /'krəʊnə/ *noun* a unit of currency used in Sweden and Iceland

krone /'krəʊnə/ *noun* a unit of currency used in Denmark and Norway

kroon /kru:n/ *noun* a unit of currency used in Estonia (NOTE: The plural is **krooni**.)

krugerrand /'kru:gə'rænd/ *noun* a gold coin weighing one ounce, minted in South Africa

kuna /'ku:nə/ *noun* a unit of currency used in Croatia

kwacha /'kwɑ:tʃə/ *noun* a unit of currency used in Malawi and Zambia

kwanza /'kwænzə/ *noun* a unit of currency used in Angola

kyat /ki'a:t/ *noun* a unit of currency used in Myanmar (formerly Burma)

L

L symbol *US* a measurement of money supply, calculated as M3 (broad money supply), plus Treasury bills, bonds and commercial paper

labor union /'leɪbə ˌjʊnjən/ *noun* *US* an organisation which represents employees who are its members in discussions about wages and conditions of work with management (NOTE: The UK term is **trade union**.)

labour /'leɪbə/ *noun* **1.** heavy work □ **to charge for materials and labour** to charge for both the materials used in a job and also the hours of work involved □ **labour is charged at £5 an hour** each hour of work costs £5 **2.** workers, the workforce ○ *We will need to employ more labour if production is to be increased.* ○ *The costs of labour are rising in line with inflation.* (NOTE: [all senses] The US spelling is **labor**.)

'...the possibility that British goods will price themselves back into world markets is doubtful as long as sterling labour costs continue to rise faster than in competitor countries' [Sunday Times]

labour costs /'leɪbə kɒsts/ *noun* the cost of the workers employed to make a product (not including materials or overheads)

labour dispute /'leɪbə dɪˌspjuːt/ *noun* a conflict or disagreement between employer and employees or between the groups who represent them

labour force /'leɪbə fɔːs/ *noun* all the workers in a company or in an area ○ *The management has made an increased offer to the labour force.* ○ *We are opening a new factory in the Far East because of the cheap local labour force.*

'70 per cent of Australia's labour force is employed in service activity' [Australian Financial Review]

labour-intensive industry /ˌleɪbəɪnˌtensɪv ˈɪndəstri/ *noun* an industry

which needs large numbers of workers and where labour costs are high in relation to turnover

labour laws /'leɪbə lɔːz/ *plural noun* laws concerning the employment of workers

labour market /'leɪbə ˌmɑːkɪt/ *noun* the number of people who are available for work ○ *25,000 school-leavers have just come on to the labour market.*

'European economies are being held back by rigid labor markets and wage structures' [Duns Business Month]

labour relations /'leɪbə rɪˌleɪʃ(ə)nz/ *plural noun* relations between management and employees ○ *The company has a history of bad labour relations.*

lack /læk/ *noun* the fact of not having enough □ **lack of funds** not enough money ○ *The project was cancelled because of lack of funds.* ■ **verb** not to have enough of something ○ *The company lacks capital.* ○ *The industry lacks skilled staff.*

ladder /'lædə/ *noun* **1.** a series of different levels through which an employee may progress **2.** an investment portfolio consisting of bonds with a series of maturity dates from very short-dated to long-dated

laddering /'lædəɪŋ/ *noun* *US* **1.** the action of repeatedly buying shares in a newly launched corporation so as to force up the price, then selling the whole investment at a profit **2.** the action of making a series of investments which mature at different times, cashing each one at maturity and then reinvesting the proceeds

lading /'leɪdɪŋ/ *noun* the work of putting goods on a ship

Laffer curve /'læfə kɜːv/ *noun* a chart showing that cuts in tax rates increase output in the economy. Alternatively, increases in tax rates initially

produce more revenue and then less as the economy slows down.

lag /læɡ/ *verb* to be behind or to be slower than something

lagging indicator /'læɡɪŋ ˌɪndɪkeɪtə/ *noun* an indicator (such as the gross national product) which shows a change in economic trends later than other indicators (NOTE: The opposite is **leading indicator**.)

laissez-faire economy /ˌlesɪz ˈfeər ɪˌkɒnəmi/ *noun* an economy where the government does not interfere because it believes it is right to let the economy run itself

lakh /læk/ *noun* (in India) one hundred thousand (NOTE: Ten lakh equal one crore.)

lame duck /ˌleɪm ˈdʌk/ *noun* a company which is in financial difficulties ○ *The government has refused to help lame duck companies.*

land /lænd/ *noun* an area of earth ■ *verb* **1.** to put goods or passengers onto land after a voyage by sea or by air ○ *The ship landed some goods at Mombasa.* ○ *The plane stopped for thirty minutes at the local airport to land passengers and mail.* **2.** to come down to earth after a flight ○ *The plane landed ten minutes late.*

Land /lɑːnt/ *noun* one of the administrative states in Germany

land agent /'lænd ˌeɪdʒənt/ *noun* a person who runs a farm or a large area of land for the owner

landed costs /ˌlændɪd ˈkɒsts/ *plural noun* the costs of goods which have been delivered to a port, unloaded and passed through customs

Landeszentralbank *noun* the central bank in one of the German states (Länder)

landing /'lændɪŋ/ *noun* the arrival of a plane on land or the arrival of a passenger on land

landing charges /'lændɪŋ ˌtʃɑːdʒɪz/ *plural noun* payments for putting goods on land and paying customs duties

landing order /'lændɪŋ ˌɔːdə/ *noun* a permit which allows goods to be unloaded into a bonded warehouse without paying customs duty

landlord /'lændlɔːd/ *noun* a person or company which owns a property which is let

land register /'lænd ˌredʒɪstə/ *noun* a list of pieces of land, showing who owns each and what buildings are on it

land registration /'lænd ˌredʒɪˌstreɪf(ə)n/ *noun* a system of registering land and its owners

land tax /'lænd tæks/ *noun* a tax on the amount of land owned

lapse /læps/ *noun* □ **a lapse of time** a period of time which has passed ■ *verb* to stop being valid, or to stop being active ○ *The guarantee has lapsed.* ○ *The takeover bid was allowed to lapse when only 13% of the shareholders accepted the offer.* □ **to let an offer lapse** to allow time to pass so that an offer is no longer valid

lapsed option /læpst ˈɒpʃən/ *noun* an option which has not been taken up, and now has expired

lapsed policy /læpst ˈpɒləsi/ *noun* an insurance policy which has been terminated because premiums have not been paid

large-sized /'lɑːdʒ saɪzd/ *adjective* big, of a very large size

large-sized company /'lɑːdʒ saɪzd ˈkʌmp(ə)nɪ/ *noun* a company which has a turnover of more than £5.75m or employs more than 250 staff

last /lɑːst/ *adjective, adverb* coming at the end of a series ○ *Out of a queue of twenty people, I was served last.* ○ *This is our last board meeting before we move to our new offices.* ○ *We finished the last items in the order just two days before the promised delivery date.*

last in first out /lɑːst ɪn ˈfɜːst ˈaʊt/ *noun* **1.** a redundancy policy using the principle that the people who have been most recently appointed are the first to be made redundant **2.** an accounting method where stock is valued at the price of the earliest purchases (it is assumed that the most recently purchased stock is sold first). Abbreviation **LIFO**. Compare **first in first out**

last quarter /lɑːst ˈkwɔːtə/ *noun* a period of three months at the end of the financial year

last trading day /lɑːst ˈtreɪdɪŋ/ *adjective, adverb* the last day when Stock

Exchange trading takes place in an account, or the last day when futures trading takes place relating to a certain delivery month

lat /læt/ *noun* a unit of currency used in Latvia

launch /lɔ:ntʃ/ *verb* to put a company on the Stock Exchange for the first time
noun the act of putting a company on the Stock Exchange for the first time

launder /'lɔ:ndə/ *verb* to pass illegal profits, money from selling drugs, money which has not been taxed, etc., into the normal banking system ○ *to launder money through an offshore bank*

'...it has since emerged that the bank was being used to launder drug money and some of its executives have been given lengthy jail sentences' [Times]

law /lɔ:/ *noun* a rule governing some aspect of human activity made and enforced by the state □ **(the) law** all the laws that are in force in a country considered as a body or system

lawful /'lɔ:f(ə)l/ *adjective* acting within the law □ **lawful practice** action which is permitted by the law □ **lawful trade** trade which is allowed by law

law of diminishing returns /,lɔ:r əv dɪ,mɪnɪʃɪŋ rɪ'tɜ:nz/ *noun* a general rule that as more factors of production such as land, labour and capital are added to the existing factors, so the amount they produce is proportionately smaller

law of supply and demand /,lɔ:r əv sə'plai ən dɪ'mænd/ *noun* a general rule that the amount of a product which is available is related to the needs of potential customers

lawsuit /'lɔ:suɪt/ *noun* a case brought to a court □ **to bring a lawsuit against someone** to tell someone to appear in court to settle an argument □ **to defend a lawsuit** to appear in court to state your case

lawyer /'lɔ:jə/ *noun* a person who has studied law and practises law as a profession

lay off /,leɪ 'ɒf/ *verb* 1. to dismiss employees for a time (until more work is available) ○ *The factory laid off half its workers because of lack of orders.* 2. especially US to dismiss employees permanently □ **to lay off risks** to protect

oneself against risk in one investment by making other investments

'...the company lost \$52 million last year, and has laid off close to 2,000 employees' [Toronto Star]

lay out /,leɪ 'aʊt/ *verb* to spend money ○ *We had to lay out half our cash budget on equipping the new factory.*

LBO *abbreviation* leveraged buyout

L/C *abbreviation* letter of credit

LCE *abbreviation* London Commodity Exchange

LDC *abbreviation* 1. least developed country 2. less developed country

LDT *abbreviation* licensed deposit-taker

lead /li:d/ *noun* 1. information which may lead to a sale ○ *It has been difficult starting selling in this territory with no leads to follow up.* ○ *I was given some useful leads by the sales rep who used to cover this territory.* 2. a prospective purchaser who is the main decision-maker when buying a product or service ■ *adjective* most important, in the front

lead bank /li:d 'bæŋk/ *noun* the main bank in a loan syndicate

leader /'li:də/ *noun* 1. a product which sells best 2. an important share, a share which is often bought or sold on the Stock Exchange

leading /'li:dɪŋ/ *adjective* 1. most important ○ *Leading industrialists feel the end of the recession is near.* ○ *Leading shares rose on the Stock Exchange.* ○ *Leading shareholders in the company forced a change in management policy.* ○ *They are the leading company in the field.* 2. which comes first

leading indicator /,li:dɪŋ 'ɪndɪkeɪtə/ *noun* an indicator (such as manufacturing order books) which shows a change in economic trends earlier than other indicators (NOTE: The opposite is **lagging indicator**.)

lead manager /li:d 'mænɪdʒə/ *noun* a person who organises a syndicate of underwriters for a new issue of securities

lead time /'li:d taɪm/ *noun* 1. the time between deciding to place an order and receiving the product ○ *The lead time on this item is more than six weeks.* 2. the time between the start of a task and its completion

lead underwriter /li:d 'ʌndəraɪtə/ *noun* an underwriting firm which organises the underwriting of a share issue (NOTE: The US term is **managing underwriter**.)

Learning and Skills Council /'lɜ:nɪŋ ən 'skɪlz 'kaʊnsəl/ *noun* a government organisation responsible for the education and training of people over the age of 16

learning curve /'lɜ:nɪŋ kɜ:v/ *noun*
1. a process of learning something that starts slowly and then becomes faster **2.** a line on a graph which shows the relationship between experience in doing something and competence at carrying it out **3.** a diagram or graph that represents the way in which people gain knowledge or experience over time (NOTE: A steep learning curve represents a situation where people learn a great deal in a short time; a shallow curve represents a slower learning process. The curve eventually levels out, representing the time when the knowledge gained is being consolidated.) **4.** the decrease in the effort required to produce each single item when the total number of items produced is doubled (NOTE: The concept of the learning curve has its origin in productivity research in the aircraft industry of the 1930s, when it was discovered that the time and effort needed to assemble an aircraft decreased by 20% each time the total number produced doubled.)

lease /li:s/ *noun* **1.** a written contract for letting or renting a building, a piece of land or a piece of equipment for a period against payment of a fee ○ *to rent office space on a twenty-year lease* □ **the lease expires next year or the lease runs out next year** the lease comes to an end next year □ **on expiration of the lease** when the lease comes to an end **2.** □ **to hold an oil lease in the North Sea** to have a lease on a section of the North Sea to explore for oil ■ **verb** **1.** to let or rent offices, land or machinery for a period ○ *to lease offices to small firms* ○ *to lease equipment* **2.** to use an office, land or machinery for a time and pay a fee ○ *to lease an office from an insurance company* ○ *All our company cars are leased.*

lease back /li:s 'bæk/ *verb* to sell a property or machinery to a company and

then take it back on a lease ○ *They sold the office building to raise cash, and then leased it back on a twenty-five year lease.*

lease-back /'li:sbæk/ *noun* an arrangement where property is sold and then taken back on a lease ○ *They sold the office building and then took it back under a lease-back arrangement.*

leasehold /'li:shəʊld/ *noun, adjective* (the fact of) possessing property on a lease, for a fixed time ○ *to buy a property leasehold* ○ *We are currently occupying a leasehold property.* ○ *The company has some valuable leaseholds.*

leaseholder /'li:shəʊldə/ *noun* a person who holds a property on a lease

leasing /'li:sɪŋ/ *noun* which leases or which is using equipment under a lease ○ *an equipment-leasing company* ○ *to run a copier under a leasing arrangement* ○ *The company has branched out into car leasing.* ▶ **lessee**

least developed country /,li:st dɪ-,veləpt 'kʌntri/ *noun* a country in the Third World which is not economically advanced, especially one of those which borrowed heavily from commercial banks in the 1970s and 1980s to finance their industrial development, and so created an international debt crisis. Abbreviation **LDC**

ledger /'ledʒə/ *noun* a book in which accounts are written

ledger balance /'ledʒə 'bæləns/ *noun* same as **current balance**

left /left/ *adjective* **1.** on the side of the body which usually has the weaker hand, not right ○ *The numbers run down the left side of the page.* ○ *Put the debits in the left column.* **2.** not with others ○ *10m new shares were left with the underwriters when the offer was undersubscribed.*

left-hand /,left 'hænd/ *adjective* belonging to the left side ○ *The debits are in the left-hand column in the accounts.* ○ *He keeps the personnel files in the left-hand drawer of his desk.*

legacy /'legəsi/ *noun* a piece of property given by someone to someone else in a will

legal /'li:g(ə)l/ *adjective* **1.** according to the law or allowed by the law ○ *The company's action in sacking the ac-*

countant was completely legal. **2.** referring to the law □ **to take legal action** to sue someone or to take someone to court □ **to take legal advice** to ask a lawyer to advise about a legal problem

legal adviser /,li:g(ə)l əd'vaɪzə/ *noun* a person who advises clients about the law

Legal Aid /'li:g(ə)l eɪd/, **Legal Aid scheme** /,li:g(ə)l 'eɪd ski:m/ *noun* a British government scheme where a person with very little money can have legal representation and advice paid for by the state

legal charge /,li:g(ə)l 'tʃɑ:dʒ/ *noun* a legal document held by the Land Registry showing who has a claim on a property

legal claim /'li:g(ə)l kleɪm/ *noun* a statement that someone owns something legally ○ *He has no legal claim to the property.*

legal costs /'li:g(ə)l kɒsts/, **legal charges** /'li:g(ə)l 'tʃɑ:dʒɪz/, **legal expenses** /'li:g(ə)l ɪk'spensɪz/ *plural noun* money spent on fees to lawyers ○ *The clerk could not afford the legal expenses involved in suing his boss.*

legal currency /,li:g(ə)l 'kʌrənsi/ *noun* money which is legally used in a country

legal department /'li:g(ə)l dɪ'pɑ:tmənt/ *noun* a section of a company dealing with legal matters

legal expert /'li:g(ə)l 'ekspɜ:t/ *noun* a person who knows a lot about the law

legal holiday /,li:g(ə)l 'hɒlɪdeɪ/ *noun* a day when banks and other businesses are closed

legalisation /,li:gəlaɪ'zeɪʃ(ə)n/, **legalization** *noun* the act of making something legal ○ *the campaign for the legalisation of cannabis*

legalise /'li:gəlaɪz/, **legalize** *verb* to make something legal

legal list /'li:g(ə)l lɪst/ *noun* a list of blue-chip securities in which banks and financial institutions are allowed to invest by the state in which they are based

legal personality /,li:g(ə)l 'pɜ:sə-'næləti/ *noun* existence in a form that enables something to be affected by the law

legal proceedings /'li:g(ə)l prə'si:diŋz/ *plural noun* legal action or a lawsuit

legal profession /'li:g(ə)l prə'feʃ(ə)n/ *noun* all qualified lawyers

legal section /'li:g(ə)l 'sekʃ(ə)n/ *noun* a department in a company dealing with legal matters

legal tender /,li:g(ə)l 'tendə/ *noun* coins or notes which can be legally used to pay a debt

legatee /,legə'ti:/ *noun* a person who receives property from someone who has died

legislation /,ledʒɪ'sleɪʃ(ə)n/ *noun* laws □ **labour legislation** laws concerning the employment of workers

lek /lek/ *noun* a unit of currency used in Albania

lempira /lem'pɪərə/ *noun* a unit of currency used in Honduras

lend /lend/ *verb* to allow someone to use something for a period ○ *to lend something to someone* or *to lend someone something* ○ *to lend money against security* ○ *He lent the company money* or *He lent money to the company.* ○ *The bank lent him £50,000 to start his business.* (NOTE: **lending** – **lent**)

lender /'lendə/ *noun* a person who lends money

lender of the last resort /,lendə əv ðə 'lɑ:st rɪ'zɔ:t/ *noun* a central bank which lends money to commercial banks

lending /'lendiŋ/ *noun* an act of letting someone use money for a time

lending limit /'lendiŋ ,lɪmɪt/ *noun* a restriction on the amount of money a bank can lend

lending margin /'lendiŋ ,mɑ:dʒɪn/ *noun* an agreed spread (based on the LIBOR) for lending

length of service /,leŋθ əv 'sɜ:vɪs/ *noun* the number of years someone has worked

leone /li:'əʊn/ *noun* a unit of currency used in Sierra Leone

less /les/ *adjective* smaller than, of a smaller size or of a smaller value ○ *We do not grant credit for sums of less than £100.* ○ *He sold it for less than he had paid for it.* ■ *preposition* minus, with a sum removed ○ *purchase price less*

15% discount ○ interest less service charges ■ **adverb** not as much

less developed country /les dr-
veləpt 'kʌntri/ *noun* the former name
for a **least developed country** (dated)
Abbreviation **LDC**

lessee /le'si:/ *noun* a person who has a
lease or who pays money for a property
he leases

lessor /le'sɔ:/ *noun* a person who
grants a lease on a property

let /let/ *verb* to allow the use of a
house, an office or a farm to someone
for the payment of rent □ **offices to let**
offices which are available to be leased
by companies ■ *noun* the period of the
lease of a property ○ *They took the of-
fice on a short let.*

let-out clause /'let aʊt kləʊz/ *noun* a
clause which allows someone to avoid
doing something in a contract ○ *He
added a let-out clause to the effect that
the payments would be revised if the ex-
change rate fell by more than 5%.*

letter /'letə/ *noun* **1.** a piece of writing
sent from one person or company to an-
other to ask for or to give information **2.**
□ **to acknowledge receipt by letter** to
write a letter to say that something has
been received **3.** a written or printed
sign (such as A, B, C etc.) ○ *Write your
name and address in block letters or in
capital letters.*

COMMENT: First names are commonly
used between business people in the UK;
they are less often used in other Euro-
pean countries (France and Germany), for
example, where business letters tend to
be more formal.

letter of acknowledgement /,letə
əv ək'nɒlɪdʒmənt/ *noun* a letter which
says that something has been received

letter of advice /,letə əv əd'vaɪs/
noun **1.** a letter to a customer giving de-
tails of goods ordered and shipped but
not yet delivered ○ *The letter of advice
stated that the goods would be at
Southampton on the morning of the 6th.*
○ *The letter of advice reminded the cus-
tomer of the agreed payment terms.* **2.** a
letter from one bank to another, advising
that a transaction has taken place

letter of application /,letə əv
æplɪ'keɪʃ(ə)n/ *noun* a letter in which
someone applies for a job

letter of appointment /,letə əv ə-
'pɔɪntmənt/ *noun* a letter in which
someone is appointed to a job

letter of comfort /,letə əv 'kʌmfət/
noun a letter supporting someone who is
trying to get a loan

letter of credit /,letə əv 'kredit/
noun a document issued by a bank on
behalf of a customer authorising pay-
ment to a supplier when the conditions
specified in the document are met. Ab-
breviation **L/C**

letter of indemnity /,letə əv ɪn-
'demntɪ/ *noun* a letter promising pay-
ment as compensation for a loss

letter of intent /,letə əv ɪn'tent/
noun a letter which states what a com-
pany intends to do if something happens

letter of reference /,letə əv
'ref(ə)rəns/ *noun* a letter in which an
employer recommends someone for a
new job

letter of renunciation /,letə əv rɪ-
'nʌnsi'eɪʃ(ə)n/ *noun* a form sent
with new shares, which allows the per-
son who has been allotted the shares to
refuse to accept them and so sell them to
someone else

letter post /'letə pəʊst/ *noun* a ser-
vice for sending letters or parcels

letter rate /'letə reɪt/ *noun* postage
(calculated by weight) for sending a let-
ter or a parcel ○ *It is more expensive to
send a packet letter rate but it will get
there quicker.*

letter security /'letə sɪ,kjuərti/,
letter stock /'letə stɒk/ *noun* **US** a
share which has not been registered with
the SEC and therefore can be sold pri-
vately, together with a letter of intent, or
traded in the normal way if the owner
files with the SEC using a Form 144

letters of administration /,letəz
əv ədmini'streɪʃ(ə)n/ *plural noun* a
letter given by a court to allow someone
to deal with the estate of a person who
has died

letters patent /,letəz 'peɪtənt/ *plural
noun* the official term for a patent

letting agency /'letɪŋ ,eɪdʒənsi/
noun an agency which deals in property
to let

leu /'leɪju:/ *noun* a unit of currency
used in Romania and Moldova

lev /lev/ *noun* a unit of currency used in Bulgaria

level /'lev(ə)/ *noun* the position of something compared to others ○ *low levels of productivity or low productivity levels* ○ *to raise the level of employee benefits* ○ *to lower the level of borrowings* ○ **high level of investment** large amounts of money invested ■ **verb** □ **to level off or to level out** to stop rising or falling ○ *Profits have levelled off over the last few years.* ○ *Prices are levelling out.*

'...figures from the Fed on industrial production for April show a decline to levels last seen in June 1984' [*Sunday Times*]

'...applications for mortgages are running at a high level' [*Times*]

'...employers having got their staff back up to a reasonable level are waiting until the scope for overtime working is exhausted before hiring' [*Sydney Morning Herald*]

leverage /'li:vərɪdʒ/ *noun* **1.** a ratio of capital borrowed by a company at a fixed rate of interest to the company's total capital **2.** the act of borrowing money at fixed interest which is then used to produce more money than the interest paid

COMMENT: High leverage (or high gearing) has the effect of increasing a company's profitability when trading is expanding; if the company's trading slows down, the effect of high fixed-interest charges is to increase the rate of slowdown.

leveraged /'li:vərɪdʒ/ *adjective* using borrowings for finance

leveraged buyout /,li:vərɪdʒd 'baʊt/, **leveraged takeover** /,li:vərɪdʒd 'teɪkəʊvə/ *noun* an act of buying all the shares in a company by borrowing money against the security of the shares to be bought. Abbreviation **LBO**

'...the offer came after management had offered to take the company private through a leveraged buyout for \$825 million' [*Fortune*]

leveraged stock /'li:vərɪdʒd stɒk/ *noun* stock bought with borrowed money

levy /'levi/ *noun* money which is demanded and collected by the government □ **levies on luxury items** taxes on luxury items ■ **verb** to demand payment of a tax or an extra payment and to collect it ○ *to levy a duty on the import of luxury items* ○ *The government has de-*

cided to levy a tax on imported cars. □ **to levy members for a new club house** to ask members of the club to pay for the new building

'...royalties have been levied at a rate of 12.5% of full production' [*Lloyd's List*]

liabilities /,laɪə'bɪlɪtɪz/ *plural noun* the debts of a business, including dividends owed to shareholders ○ *The balance sheet shows the company's assets and liabilities.* □ **he was not able to meet his liabilities** he could not pay his debts □ **to discharge your liabilities in full** to pay everything which you owe

liability /,laɪə'bɪlɪti/ *noun* **1.** a legal responsibility for damage, loss or harm ○ *The two partners took out insurance to cover employers' liability.* □ **to accept liability for something** to agree that you are responsible for something □ **to refuse liability for something** to refuse to agree that you are responsible for something **2.** responsibility for a payment (such as the repayment of a loan)

liable /'laɪəb(ə)/ *adjective* □ **liable for** legally responsible for ○ *The customer is liable for breakages.* ○ *The chairman was personally liable for the company's debts.* ○ *The garage is liable for damage to customers' cars.*

LIBID *abbreviation* London Interbank Bid Rate

LIBOR *abbreviation* London Interbank Offered Rate

licence /'laɪs(ə)ns/ *noun* an official document which allows someone to do something (NOTE: The US spelling is **license**.) □ **drinks licence, alcohol licence, liquor licence** a permit to sell alcohol in a restaurant, etc. □ **goods manufactured under licence** goods made with the permission of the owner of the copyright or patent

license /'laɪs(ə)ns/ *noun* US spelling of **licence** ■ **verb** to give someone official permission to do something for a fee, e.g. when a company allows another company to manufacture its products abroad ○ *licensed to sell beers, wines and spirits* ○ *to license a company to manufacture spare parts* ○ *She is licensed to run an employment agency.*

licensed dealer /,laɪs(ə)nst 'di:lə/ *noun* a person who has been licensed by the DTI to buy and sell securities for individual clients

licensed deposit-taker /ˈlaɪs(ə)nst dɪˈpɒzɪt ˌteɪkə/, **licensed institution** /ˈlaɪs(ə)nst ˌɪnstɪˈtjuːʃ(ə)n/ *noun* a deposit-taking institution, such as a building society, bank or friendly society, which is licensed to receive money on deposit from private individuals and to pay interest on it. Abbreviation **LDT**

licensee /ˈlaɪs(ə)nˈsiː/ *noun* a person who has a licence, especially a licence to sell alcohol or to manufacture something

licensing /ˈlaɪs(ə)nsɪŋ/ *adjective* referring to licences ○ *a licensing agreement* ○ *licensing laws*

lien /ˈliːən/ *noun* the legal right to hold someone's goods and keep them until a debt has been paid

lieu /liː/ *noun* □ **in lieu of** instead of □ **she was given two months' salary in lieu of notice** she was given two months' salary and asked to leave immediately

life /laɪf/ *noun* the period of time for which something or someone exists □ **life of a contract** the remaining period of a futures contract before it expires

life assurance /ˈlaɪf əˌʃʊərəns/ *noun* insurance which pays a sum of money when someone dies, or at a certain date if they are still alive

life assurance company /laɪf əˈʃʊərəns ˌkʌmpəni/ *noun* a company providing life assurance, but usually also providing other services such as investment advice

life assured /laɪf əˈʃʊəd/ *noun* the person whose life has been covered by a life assurance policy

lifeboat operation /ˈlaɪfˌbəʊt ˌɒpəˈreɪʃ(ə)n/ *noun* actions taken to rescue of a company (especially of a bank) which is in difficulties

life estate /laɪf ɪˈsteɪt/ *noun* same as **life interest**

life expectancy /laɪf ɪkˈspektənsi/ *noun* the number of years a person is likely to live

life insurance /ˈlaɪf ɪnˌʃʊərəns/ *noun* same as **life assurance**

life insured /laɪf ɪnˈʃʊəd/ *noun* same as **life assured**

life interest /laɪf ɪˈntrəst/ *noun* a situation where someone benefits from a property as long as he or she is alive

lifeline account /ˈlaɪflaɪn əˌkaʊnt/ *noun* *US* a simple bank account for people with low incomes, used for receiving salary payments and offering few services

lifestyle /ˈlaɪf staɪl/ *noun* the way of living of a particular section of society ○ *These upmarket products appeal to people with an extravagant lifestyle.* ○ *The magazine ran a series of articles on the lifestyles of some successful businessmen.*

lifestyle audit /ˈlaɪfstɑɪl ˌɔːdɪt/ *noun* a study of a person's living standards to see if it is consistent with his reported income

Lifetime Individual Savings Account /ˈlaɪftaɪm ˌɪndɪvɪdʒʊəl ˈseɪvɪŋz əˌkaʊnt/ *noun* a British scheme by which individuals can invest for their retirement by putting a limited amount of money each year in a tax-free unit trust account. Abbreviation **LISA**. ▶ **ISA**

LIFFE *abbreviation* London International Financial Futures and Options Exchange

LIFO /ˈlaɪfəʊ/ *abbreviation* last in first out

light /laɪt/ *adjective* **1.** not heavy, not very busy or active □ **shares fell back in light trading** shares lost value on a day when there was little business done on the Stock Exchange **2.** not having enough of a certain type of share in a portfolio ○ *His portfolio is light in banks.*

lighten /ˈlaɪt(ə)n/ *verb* to sell shareholdings if a portfolio is too 'heavy' in a certain type of share

light industry /ˈlaɪt ɪˈndəstri/ *noun* an industry making small products such as clothes, books or calculators

like-for-like /ˈlaɪk fə ˈlaɪk/ *adjective* □ **on a like-for-like basis** when comparing the same stores over different periods □ **like-for-like store sales** sales for the same stores over an earlier period

lilangeni /ˌlɪːlæŋˈgeɪni/ *noun* a unit of currency used in Swaziland

limit /ˈlɪmɪt/ *noun* the point at which something ends or the point where you can go no further □ **he has exceeded his credit limit** he has borrowed more money than he is allowed □ **limit 'up'**,

limit 'down' upper or lower limits to share price movements which are regulated by some stock exchanges ■ **verb** to stop something from going beyond a specific point, to restrict the number or amount of something □ **the banks have limited their credit** the banks have allowed their customers only a specific amount of credit

'...the biggest surprise of 1999 was the rebound in the price of oil. In the early months of the year commentators were talking about a fall to \$5 a barrel but for the first time in two decades, the oil exporting countries got their act together, limited production and succeeded in pushing prices up' [*Financial Times*]

limitation /ˌlɪmɪ'teɪʃ(ə)n/ *noun* the act of allowing only a specific quantity of something ○ *The contract imposes limitations on the number of cars which can be imported.* □ **limitation of liability** the fact of making someone liable for only a part of the damage or loss

limited /'lɪmɪtɪd/ *adjective* restricted

limited company /ˌlɪmɪtɪd 'kʌmp(ə)ni/ *noun* a company where each shareholder is responsible for repaying the company's debts only to the face value of the shares he or she owns. Abbreviation **Ltd.** Also called **limited liability company**

limited liability /ˌlɪmɪtɪd lɪə'bɪlɪti/ *noun* a situation where someone's liability for debt is limited by law

limited liability company /ˌlɪmɪtɪd lɪə'bɪlɪti 'kʌmp(ə)ni/ *noun* same as **limited company**

limited market /ˌlɪmɪtɪd 'mɑːkɪt/ *noun* a market which can take only a specific quantity of goods

limited partnership /ˌlɪmɪtɪd 'pɑːtnəʃɪp/ *noun* a registered business where the liability of the partners is limited to the amount of capital they have each provided to the business and where the partners may not take part in the running of the business

limiting /'lɪmɪtɪŋ/ *adjective* which limits ○ *a limiting clause in a contract* ○ *The short holiday season is a limiting factor on the hotel trade.*

limit order /'lɪmɪt ɔːdə/ *noun* an order to a broker to sell if a security falls to a certain price

line /laɪn/ *noun* 1. a long mark printed or written on paper ○ *paper with thin*

blue lines ○ *I prefer notepaper without any lines.* ○ *She drew a thick line before the column of figures.* 2. a row of letters or figures on a page 3. a block of shares (traded on a Stock Exchange)

'...cash paid for overstocked lines, factory seconds, slow sellers, etc.' [*Australian Financial Review*]

line chart /'laɪn tʃɑːt/ *noun* a chart or graph using lines to indicate values

line of credit /ˌlaɪn əv 'kredɪt/ *noun*

1. the amount of money made available to a customer by a bank as an overdraft □ **to open a line of credit or a credit line** to make credit available to someone 2. the borrowing limit on a credit card

line of shares /ˌlaɪn əv 'ʃeəz/ *noun* a large block of shares sold as one deal on the stock exchange

link /lɪŋk/ *verb* to join or to attach to something else ○ *to link pensions to inflation* ○ *to link bonus payments to productivity* ○ *His salary is linked to the cost of living.* ♦ **index-linked**

liquid /'lɪkwɪd/ *adjective* easily converted to cash, or containing a large amount of cash

liquid assets /ˌlɪkwɪd 'æsets/ *plural noun* cash, or investments which can be quickly converted into cash

liquidate /'lɪkwɪdeɪt/ *verb* □ **to liquidate a company** to close a company and sell its assets □ **to liquidate a debt** to pay a debt in full □ **to liquidate stock** to sell stock to raise cash

liquidation /ˌlɪkwɪ'deɪʃ(ə)n/ *noun* 1. □ **liquidation of a debt** payment of a debt 2. the winding up or closing of a company and selling of its assets □ **on a liquidation basis** at a very low bid price to encourage buyers □ **the company went into liquidation** the company was closed and its assets sold

liquidator /'lɪkwɪdeɪtə/ *noun* a person named to supervise the closing of a company which is in liquidation

liquidity /ˌlɪ'kwɪdɪti/ *noun* cash, or the fact of having cash or assets which can be changed into cash □ **liquidity crisis** not having enough cash or other liquid assets

liquidity ratio /ˌlɪ'kwɪdɪti ˌreɪʃɪəʊ/ *noun* a ratio of liquid assets (that is, current assets less stocks, but including debtors) to current liabilities, giving an

indication of a company's solvency. Also called **acid test ratio**, **quick ratio**

liquid market /ˈlɪkwɪd 'mɑːkɪt/ *noun* a market in a security where there are enough shares available to allow sales to take place without distorting the price (the opposite is a 'thin' market)

lira /'lɪərə/ *noun* **1.** a former unit of currency in Italy ○ *the book cost 2,700 lira* or *L2,700* (NOTE: **Lira** is usually written **L** before figures: **L2,700**.) **2.** a unit of currency used in Turkey

LISA *abbreviation* Lifetime Individual Savings Account

lis pendens *adverb* a Latin phrase meaning 'pending suit'

list /lɪst/ *noun* **1.** several items written one after the other ○ *They have an attractive list of products or product list.* ○ *I can't find that item on our stock list.* ○ *Please add this item to the list.* ○ *She crossed the item off her list.* **2.** a catalogue

listed company /ˈlɪstɪd 'kʌmp(ə)nɪ/ *noun* a company whose shares can be bought or sold on the Stock Exchange

listed securities /ˈlɪstɪd sɪ-'kjʊərɪtɪz/ *plural noun* shares which can be bought or sold on the Stock Exchange, shares which appear on the official Stock Exchange list

Listing Agreement /'lɪstɪŋ ə-,grɪ:mənt/ *noun* a document which a company signs when being listed on the Stock Exchange, in which it promises to abide by stock exchange regulations

listing details /'lɪstɪŋ ,dɪ'teɪls/, **listing particulars** /'lɪstɪŋ pə,tɪkʃjələz/ *plural noun* **1.** details of a company which are published when the company applies for a stock exchange listing (the US equivalent is the 'registration statement') **2.** details of the institutions which are backing an issue

listing requirements /'lɪstɪŋ rɪ-,kwəɪmənts/ *plural noun* the conditions which must be met by a corporation before its stock can be listed on the New York Stock Exchange

list price /'lɪst praɪs/ *noun* the price for something as given in a catalogue

litas /'lɪtɑːs/ *noun* a unit of currency used in Lithuania

litigation /ˌlɪtɪ'geɪʃ(ə)n/ *noun* the bringing of a lawsuit against someone

Little Board /'lɪt(ə)l bɔːd/ *noun* same as **American Stock Exchange**

lively /'laɪvli/ *adjective* □ **lively market** an active stock market, with many shares being bought or sold

Lloyd's /'lɔɪdz/ *noun* the central London insurance market □ **a ship which is A1 at Lloyd's** a ship in very good condition

COMMENT: Lloyd's is an old-established insurance market. The underwriters who form Lloyd's are divided into syndicates, each made up of active underwriters who arrange the business and non-working underwriters (called 'names') who stand surety for any insurance claims which may arise.

Lloyd's broker /'lɔɪdz 'brəʊkə/ *noun* an agent who represents a client who wants insurance and who arranges this insurance for him through a Lloyd's underwriting syndicate

Lloyd's Register /'lɔɪdz 'redʒɪstə/ *noun* a classified list showing details of all the ships in the world and estimates of their condition

Lloyd's syndicate /'lɔɪdz 'sɪndɪkət/ *noun* a group of underwriters on the Lloyd's insurance market, made up of active underwriters who arrange the business and non-working underwriters (called 'names') who stand surety for any insurance claims which may arise

Lloyd's underwriter /'lɔɪdz 'ʌndəraɪtə/ *noun* a member of an insurance group at Lloyd's who accepts to underwrite insurances

LME *abbreviation* London Metal Exchange

load /ləʊd/ *noun* an amount of goods which are transported in a particular vehicle or aircraft ■ *verb* **INSURANCE** to add extra charges to a price

load factor /'ləʊd fæktə/ *noun* a number of seats in a bus, plane or train which are occupied by passengers who have paid the full fare

load fund /'ləʊd fʌnd/ *noun* a fund sold through a broker, with a high initial management charge or commission

loan /ləʊn/ *noun* money which has been lent ■ *verb* to lend something ○ *The truck has been loaned by the local haulage company.*

'...over the last few weeks, companies raising new loans from international banks have been forced to pay more, and an unusually high number of attempts to syndicate loans among banks has failed' [*Financial Times*]

loan capital /'ləʊn ˌkæpɪt(ə)l/ *noun* a part of a company's capital which is a loan to be repaid at a later date

loan committee /'ləʊn kəˌmɪti/ *noun* a committee which examines applications for special loans, such as higher loans than normally allowed by a bank

loan/deposit ratio /'ləʊn drɪˈpɒzɪt ˌreɪʃiəʊ/ *noun* a ratio between the amount of loans made by a bank and the amount it holds on deposit

loan participation /'ləʊn pɑːˌtɪsɪpeɪʃ(ə)n/ *noun* an arrangement whereby several banks come together as a group to share a very large loan to one single customer

loan portfolio /'ləʊn pɔːtɪˌfəʊliəʊ/ *noun* all the loans which a financial institution has made and which are still outstanding

loan shark /'ləʊn ʃɑːk/ *noun* a person who lends money at a very high interest rate

loan stock /'ləʊn stɒk/ *noun* stock issued by a company at a fixed rate of interest, as a means of raising a loan

loan to value /'ləʊn tə ˈvæljuː/ *noun* the amount of a mortgage expressed as a percentage of the value of the property. Abbreviation **LTV**

local adjective /'ləʊk(ə)l/ referring to a particular area, especially one near where a factory or an office is based ■ **noun 1.** an independent dealer in futures or options or an independent trader on the LIFFE **2. US** a branch of a national trade union

'...each cheque can be made out for the local equivalent of £100 rounded up to a convenient figure' [*Sunday Times*]

'...the business agent for Local 414 of the Store Union said his committee will recommend that the membership ratify the agreement' [*Toronto Star*]

'EC regulations insist that customers can buy cars anywhere in the EC at the local pre-tax price' [*Financial Times*]

local authority /'ləʊk(ə)l ɔːθɒrɪti/ *noun* an elected section of government which runs a small area of the country

local authority bond /'ləʊk(ə)l ɔːθɒrɪti bɒnd/ *noun* a fixed-interest bond, repayable at a certain date, used by a local authority in order to raise a loan and similar to a Treasury bond

local authority deposits /'ləʊk(ə)l ɔːθɒrɪti dɪˌpɒzɪts/ *plural noun* money deposited with a local authority to earn interest for the depositor

local call /'ləʊk(ə)l kɔːl/ *noun* a telephone call to a number on the same exchange as your own or to one on a neighbouring exchange

local government /'ləʊk(ə)l ˈɡʌv(ə)nɪmənt/ *noun* elected authorities and administrative organisations which deal with the affairs of small areas of a country

local labour /'ləʊk(ə)l ˈleɪbə/ *noun* workers who are recruited near a factory, and are not brought there from a distance

local press /'ləʊk(ə)l ˈpres/ *noun* newspapers which are sold in a small area of the country ○ *The product was only advertised in the local press as it was only being distributed in that area of the country.*

lockbox /'lɒkbɒks/ *noun* **US 1.** a box at a post office which can be rented and can be opened only by the person or company renting it **2.** a system where cheques sent to a Post Office box are picked up and deposited in a bank account

locking up /ˌlɒkɪŋ ˈʌp/ *noun* □ **the locking up of money in stock** the act of investing money in stock so that it cannot be used for other, possibly more profitable, investments

lock into /ˌlɒk ˈɪntə/, **lock in** /ˌlɒk ˈɪn/ *verb* to be fixed to a certain interest rate or exchange rate ○ *By buying francs forward the company is in effect locking itself into a pound-franc exchange rate of 10.06.* □ **to lock in profits** to take profits, to sell investments at a profit to ensure that the profit is realised ○ *The shares had become overpriced – it was time to lock in the profits.*

lock up /ˌlɒk ˈʌp/ *verb* □ **to lock up capital** to have capital invested in such a way that it cannot be used for other investments

lodge /lɒdʒ/ *verb* □ **to lodge money with someone** to deposit money with

someone □ **to lodge securities as collateral** to put securities into a bank to be used as collateral for a loan

lodgement /'lɒdʒmənt/ *noun* the act of depositing money or cheques in an account

Lombard Rate /'lɒmbɑ:d reɪt/ *noun* the rate at which the German Bundesbank lends to commercial banks

London Bullion Market /,lɒndən 'bʊliən ,mɑ:kɪt/ *noun* an international market dealing in gold and silver bullion and gold coins

London Commodity Exchange /,lɒndən kə'mɒdətɪ ɪks,tʃeɪndʒ/ *noun* a London exchange dealing in commodities such as cotton, coffee, cocoa, etc., but not in metals. Abbreviation **LCE**

London Interbank Bid Rate /,lɒndən ,ɪntəbæŋk 'bɪd reɪt/ *noun* the rate at which banks are prepared to borrow from each other. Abbreviation **LIBID**

London Interbank Offered Rate /,lɒndən ,ɪntəbæŋk 'ɒfəd reɪt/ *noun* the rate at which banks offer to lend eurodollars to other banks. Abbreviation **LIBOR**

London International Financial Futures and Options Exchange /,lɒndən ,ɪntənəʃ(ə)nəl fə'nænʃ(ə)l ,fju:tʃəz ən 'ɒpʃənz ɪks,tʃeɪndʒ/ *noun* a market where futures contracts are traded in financial instruments such as gilts, equity options, euroyen, US Treasury bonds, etc. and also commodities such as cocoa, coffee, wheat, potatoes, barley and sugar. Abbreviation **LIFFE**

London Metal Exchange /,lɒndən 'met(ə)l ɪks,tʃeɪndʒ/ *noun* a commodity exchange dealing in aluminium, copper, lead, nickel, tin and zinc. Abbreviation **LME**

London Securities and Derivatives Exchange /,lɒndən sɪ,kjʊərɪtɪz ən drɪ'vətɪvz ɪks,tʃeɪndʒ/ *noun* the London exchange where securities and derivatives are traded. Abbreviation **OMLX**

London Stock Exchange /,lɒndən 'stɒk ɪks,tʃeɪndʒ/ *noun* the main British stock exchange where securities are bought and sold. Abbreviation **LSE**

London Traded Options Market /,lɒndən ,treɪdɪd 'ɒpʃənz ,mɑ:kɪt/ *noun* a market where options are traded. Abbreviation **LTOM**

long /lɒŋ/ *adjective* for a large period of time □ **in the long term** over a long period of time □ **to take the long view** to plan for a long period before current investment becomes profitable □ **to be long of a stock or to go long** to buy a share as a long-term investment on the assumption that the price will rise

long bond /'lɒŋ bɒnd/, **long coupon bond** /'lɒŋ 'ku:pən bɒnd/ *adjective* a bond which will mature in more than ten years' time

long credit /'lɒŋ 'kredit/ *noun* credit terms which allow the borrower a long time to pay

long-dated bill /'lɒŋ ,deɪtɪd 'bɪl/ *noun* a bill which is payable in more than three months' time

long-dated securities /'lɒŋ ,deɪtɪd sɪ'kjʊərɪtɪz/ *plural noun* same as **longs**

long lease /'lɒŋ 'li:s/ *noun* a lease which runs for fifty years or more ○ *to take an office building on a long lease*

long position /'lɒŋ pə'zɪʃ(ə)n/ *noun* a situation where an investor sells long (i.e. sells forward shares which he owns). Compare **short position**

long-range /'lɒŋ 'reɪndʒ/ *adjective* for a long period of time in the future □ **long-range economic forecast** a forecast which covers a period of several years

longs /lɒŋz/ *plural noun* government stocks which will mature in over fifteen years' time

long-tail business /'lɒŋ teɪl 'bɪznɪs/ *noun* insurance business where a claim only arises some years after the insurance contract was taken out

long-term /'lɒŋ 'tɜ:m/ *adjective* over a long period of time ○ *The management projections are made on a long-term basis.* ○ *Sound long-term planning will give the company more direction.* ○ *It is in the company's long-term interests to have a contented staff.* □ **on a long-term basis** continuing for a long period of time □ **long-term debts** debts which will be repaid many years later □ **long-term forecast** a forecast for a period of over three years

□ **long-term loan** a loan to be repaid many years later □ **long-term objectives** aims which will take years to achieve

'...land held under long-term leases is not amortized' [*Hongkong Standard*]

'...the company began to experience a demand for longer-term mortgages when the flow of money used to finance these loans diminished' [*Globe and Mail (Toronto)*]

long-term borrowings /ˌlɒŋ tɜːm 'bɔːrəʊɪŋz/ *plural noun* borrowings which do not have to be repaid for some years

long-term security /ˌlɒŋ tɜːm sɪ-'kjuəriti/ *noun* a security which will mature in more than fifteen years' time

loophole /'luːphəʊl/ *noun* □ **to find a loophole in the law** to find a means of legally avoiding the law □ **to find a tax loophole** to find a means of legally not paying tax

'...because capital gains are not taxed but money taken out in profits is taxed, owners of businesses will be using accountants and tax experts to find loopholes in the law' [*Toronto Star*]

loose change /luːs 'tʃeɪndʒ/ *noun* money in coins

lose /luːz/ *verb* **1.** not to have something any more □ **to lose an order** not to get an order which you were hoping to get ○ *During the strike, the company lost six orders to American competitors.* □ **to lose control of a company** to find that you have less than 50% of the shares and so are no longer able to control the company **2.** to have less money ○ *He lost £25,000 in his father's computer company.* **3.** to drop to a lower price ○ *The dollar lost two cents against the yen.* ○ *Gold shares lost 5% on the market yesterday.* □ **the pound has lost value** the pound is worth less

loss /lɒs/ *noun* **1.** the state or process of not having something any more □ **loss of customers** not keeping customers because of bad service, high prices, etc. □ **loss of an order** not getting an order which was expected □ **the company suffered a loss of market penetration** the company found it had a smaller share of the market □ **compensation for loss of earnings** payment to someone who has stopped earning money or who is not able to earn money □ **compensation for loss of office** payment to a director who is asked to leave a company

before his or her contract ends **2.** the state of having less money than before or of not making a profit □ **the company suffered a loss** the company did not make a profit □ **to report a loss** not to show a profit in the accounts at the end of the year ○ *The company reported a loss of £1m on the first year's trading.* □ **the car was written off as a dead loss or a total loss** the car was so badly damaged that the insurers said it had no value □ **at a loss** making a loss, not making any profit ○ *The company is trading at a loss.* ○ *We sold the shop at a loss.* □ **to cut your losses** to stop doing something which is losing money **3.** damage to property or destruction of property, which is then subject to an insurance claim □ **the cargo was written off as a total loss** the cargo was so badly damaged that the insurers said it had no value

'...against losses of FFfr 7.7m two years ago, the company made a net profit of FFfr 300,000 last year' [*Financial Times*]

loss-leader /'lɒs ˌliːdə/ *noun* an article which is sold at a loss to attract customers ○ *We use these cheap films as a loss-leader.*

loss relief /'lɒs rɪˌliːf/ *noun* an amount of tax not to be paid on one year's profit to offset a loss in the previous year

lot /lɒt/ *noun* **1.** a group of items sold together at an auction ○ *to bid for lot 23* ○ *At the end of the auction half the lots were unsold.* **2.** a group of shares which are sold ○ *to sell a lot of shares* ○ *to sell shares in small lots* **3.** *US* a piece of land, especially one to be used for redevelopment ○ *They bought a lot and built a house.*

lottery /'lɒtəri/ *noun* a game where numbered tickets are sold and prizes given for some of the numbers

low /ləʊ/ *adjective* not high or not much ○ *Our a* ○ *Low overhead costs keep the unit cost low.* ○ *We try to keep our wages bill low.* ○ *The company offered him a mortgage at a low rate of interest.* ○ *The pound is at a very low rate of exchange against the dollar.* □ **the tender will go to the lowest bidder** the contract will be awarded to the person who offers the best terms ■ *noun* a point where prices or sales are very small ○ *Sales have reached a new low.*

□ **highs and lows on the Stock Exchange** a list of shares which have reached a new high or low price in the previous day's trading □ **shares have hit an all-time low** shares have reached their lowest price ever

'...after opening at 79.1 the index touched a peak of 79.2 and then drifted to a low of 78.8' [*Financial Times*]

'...the pound which had been as low as \$1.02 earlier this year, rose to \$1.30' [*Fortune*]

low coupon stocks /ləʊ ,ku:pən 'stɒks/ *plural noun* government bonds which pay a low rate of interest

lower /'ləʊə/ *adjective* smaller or less high ○ *a lower rate of interest* ○ *Sales were lower in December than in November.* ■ *verb* to make something smaller or less expensive ○ *to lower prices to secure a larger market share* ○ *Industrialists have asked the bank to lower interest rates.*

'Canadian and European negotiators agreed to a deal under which Canada could keep its quotas but lower its import duties' [*Globe and Mail (Toronto)*]

lowering /'ləʊərɪŋ/ *noun* the act of making smaller or less expensive ○ *Lowering the prices has resulted in increased sales.* ○ *We hope to achieve low prices with no lowering of quality.*

low gearing /ləʊ 'ɡɪərɪŋ/ *noun* the fact of not having much borrowing in proportion to your capital

low-grade /'ləʊ greɪd/ *adjective* not of very good quality ○ *The car runs best on low-grade petrol.*

low-profile /ləʊ 'prəʊfaɪl/ *adjective*
□ **low-profile company** a company which does not publicise itself much

low yield /ləʊ 'jɪld/ *noun* a yield on the share price which is low for the sector, suggesting that investors anticipate that the company will grow fast, and have pushed up the share price in expectation of growth

loyalty /'lɔɪəlti/ *noun* the state of being faithful to someone or something

loyalty bonus /'lɔɪəlti ,bəʊnəs/ *noun* a special privilege given to shareholders who keep their shares for a certain period of time (used especially to attract investors to privatisation issues)

LSE *abbreviation* London Stock Exchange

Ltd *abbreviation* limited company

LTOM *abbreviation* London Traded Options Market

LTV *abbreviation* loan to value

lull /lʌl/ *noun* a quiet period ○ *After last week's hectic trading this week's lull was welcome.*

lump sum /lʌmp 'sʌm/ *noun* money paid in one single amount, not in several small sums ○ *When he retired he was given a lump-sum bonus.* ○ *She sold her house and invested the money as a lump sum.*

luncheon voucher /'lʌntʃən ,vaʊtʃə/ *noun* a ticket given by an employer to an employee in addition to their wages, which can be exchanged for food in a restaurant

luxury goods /'lʌkfəri ɡʊdz/, **luxury items** /'lʌkfəri ,aɪtəmz/ *plural noun* expensive items which are not basic necessities

luxury tax /'lʌkfəri tæks/ *noun* an extra tax levied on luxury goods

M

m *abbreviation* 1. metre 2. mile 3. million

M0 /,em 'nɔ:t/ *symbol* the narrowest British measure of money supply, including coins and notes in circulation plus the deposits of commercial banks with the Bank of England

'Bank of England calculations of notes in circulation suggest that the main component of the narrow measure of money supply, M0, is likely to have risen by 0.4 per cent after seasonal adjustments' [*Times*]

M1 /,em 'wʌn/ *symbol* a measure of money supply, including all coins and notes plus personal money in current accounts

M2 /,em 'tu:/ *symbol* a measure of money supply, including coins and notes and personal money in current and deposit accounts

M3 /,em 'θri:/ *symbol* a broad measure of money supply, including M2 and personal money in government deposits and deposits in currencies other than sterling (in the US, it includes time deposits of more than \$100,000 and money market funds and Eurodollars held by US residents)

£M3 *symbol* a British measure of sterling money supply, including coins and notes, personal money in current and deposit accounts and government deposits

Maastricht Treaty /'mɑ:strikt 'tri:ti/ *noun* a treaty signed in 1992 which sets out the principles for a European Union and the convergence criteria for states wishing to join the EMU

machine /mə'ʃi:n/ *noun* a device which works with power from a motor

machine-readable code /mə'ʃi:n 'ri:dəb(ə)l 'kəʊd/ *noun* a set of signs or letters (such as a bar code or post code) which can be read by computers

macro- /mækrəʊ/ *prefix* very large, covering a wide area

macroeconomics /,mækrəʊi:kə-'nɒmiks/ *plural noun* a study of the economics of a whole area, a whole industry, a whole group of the population or a whole country, in order to help in economic planning. Compare **microeconomics** (NOTE: takes a singular verb)

macro funds /'mækrəʊ fʌndz/ *plural noun* large hedge funds which bet on whole economies

macro hedge fund /,mækrəʊ 'hedʒ fʌnd/ *noun* a hedge fund which invests in whole regions

Madam Chairman /,mædəm 'tʃeəmənz/, **Madam Chairwoman** /,mædəm 'tʃeə,wʊmənz/ *noun* a way of speaking to a female chairman of a committee or meeting

magazine /mægə'zi:n/ *noun* a special type of newspaper, usually published only weekly or monthly, often with a glossy cover and often devoted to a particular subject □ **magazine insert** an advertising sheet put into a magazine when it is mailed or sold

magnetic character reading /mæg,netɪk 'kærɪktə 'ri:dɪŋ/, **magnetic ink character recognition** /mæg,netɪk ɪŋk 'kærɪktə ,rekəg-'nɪʃ(ə)n/ *noun* a system that recognises characters by sensing magnetic ink (used on cheques). Abbreviation **MCR**, **MICR**

magnetic ink /mæg,netɪk 'ɪŋk/ *noun* a special ink with magnetic particles in it, used for printing cheques

magnetic strip /mæg,netɪk 'stri:p/, **magnetic stripe** /mæg,netɪk 'straɪp/ *noun* a black strip on credit cards and cashpoint cards, on which personal information about the account is recorded

mail /meɪl/ *noun* 1. a system of sending letters and parcels from one place to another ○ *The cheque was lost in the*

mail. ○ *The invoice was put in the mail yesterday.* ○ *Mail to some of the islands in the Pacific can take six weeks.* □ **by mail** using the postal services, not sending something by hand or by messenger □ **we sent the order by first-class mail** we sent the order by the most expensive mail service, designed to be faster **2.** same as **email** ■ **verb 1.** to send something by mail **2.** same as **email**

mail box /'meɪl bɒks/ *noun* **1.** one of several boxes where incoming mail is put in a large building **2.** a box where letters which are being sent are put to be collected **3.** an area of a computer memory where emails are stored

mailing /'meɪlɪŋ/ *noun* the sending of something by post ○ *the mailing of publicity material*

mailing list /'meɪlɪŋ list/ *noun* a list of names and addresses of people who might be interested in a product, or a list of names and addresses of members of a society ○ *to build up a mailing list* ○ *Your name is on our mailing list.*

mailing piece /'meɪlɪŋ pi:s/ *noun* a leaflet suitable for sending by direct mail

mail order /,meɪl 'ɔ:də/ *noun* a system of buying and selling from a catalogue, placing orders and sending goods by mail ○ *We bought our kitchen units by mail order.*

mail-order business /'meɪl ɔ:də ,bɪznɪs/ *noun* a company which sells its products by mail

mail-order catalogue /'meɪl ɔ:də ,kæt(ə)lɒg/ *noun* a catalogue from which a customer can order items to be sent by mail

mail-order selling /'meɪl ɔ:də ,selɪŋ/ *noun* a method of selling in which orders are taken and products are delivered by mail

mail shot /'meɪl ʃɒt/ *noun* **1.** leaflets sent by post to possible customers **2.** a single mailing of direct-mail advertising literature

main /meɪn/ *adjective* most important ○ *main office* ○ *main building* ○ *one of our main customers* ○ *The main building houses our admin and finance departments.*

main market /meɪn 'mɑ:kɪt/ *noun* the London Stock Exchange (as opposed to the AIM market)

mainstream corporation tax /,meɪnstri:m ,kɔ:pə'reɪʃ(ə)n tæks/ *noun* the total tax paid by a company on its profits (less any advance corporation tax, which a company has already paid when distributing profits to its shareholders in the form of dividends). Abbreviation **MCT**

Main Street /'meɪn stri:t/ *noun* *US* the most important street in a town, where the shops and banks usually are

maintain /meɪn'teɪn/ *verb* **1.** to keep something going or working ○ *We try to maintain good relations with our customers.* ○ *His trip aims to maintain contact with his important overseas markets.* **2.** to keep something working at the same level ○ *to maintain an interest rate at 5%* ○ *The company has maintained the same volume of business in spite of the recession.* □ **to maintain a dividend** to pay the same dividend as the previous year

maintenance /'meɪntənəns/ *noun* **1.** the process of keeping things going or working ○ *Maintenance of contacts is important for a sales rep.* ○ *It is essential to ensure the maintenance of supplies to the factory.* **2.** the process of keeping a machine in good working order ○ *We offer a full maintenance service.*

‘...responsibilities include the maintenance of large computerized databases’ [*Times*]

‘...the federal administration launched a full-scale investigation into the airline’s maintenance procedures’ [*Fortune*]

maintenance contract /'meɪntənəns ,kɒntrækt/ *noun* a contract by which a company keeps a piece of equipment in good working order

maintenance fee /'meɪntənəns fi:/ *noun* a fee charged for keeping an account or a contract going

majeure /mæ'ʒɜ:/ *force majeure*

major /'meɪdʒə/ *adjective* important ○ *There is a major risk of fire.* □ **major shareholder** a shareholder with a large number of shares

‘...if the share price sinks much further the company is going to look tempting to any major takeover merchant’ [*Australian Financial Review*]

'...monetary officials have reasoned that coordinated greenback sales would be able to drive the dollar down against other major currencies' [*Duns Business Month*]

'...a client base which includes many major commercial organizations and nationalized industries' [*Times*]

majority /mə'dʒɔrɪti/ *noun* more than half of a group □ **majority of the shareholders** more than 50% of the shareholders □ **the board accepted the proposal by a majority of three to two** three members of the board voted to accept the proposal and two voted against accepting it

majority shareholder /mə'dʒɔrɪti 'ʃeəhəʊldə/ *noun* a person who owns more than half the shares in a company

majority shareholding /mə'dʒɔrɪti 'ʃeəhəʊldɪŋ/ *noun* a group of shares which are more than half the total

majority vote /mə'dʒɔrɪti vɔʊt/, **majority decision** /mə'dʒɔrɪti dɪ'sɪʒ(ə)n/ *noun* a decision which represents the wishes of the largest group as shown by a vote

make /meɪk/ *verb* **1.** to do an action □ **to make a bid for something** to offer to buy something □ **to make a payment** to pay □ **to make a deposit** to pay money as a deposit **2.** to earn money ○ *He makes £50,000 a year or £25 an hour.* **3.** to increase in value ○ *The shares made \$2.92 in today's trading.* **4.** □ **to make a profit** to have more money after a deal □ **to make a loss** to have less money after a deal □ **to make a killing** to make a very large profit

make out /,meɪk 'aʊt/ *verb* to write something ○ *to make out an invoice* ○ *The bill is made out to Smith & Co.* □ **to make out a cheque to someone** to write someone's name on a cheque

make over /,meɪk 'əʊvəl/ *verb* to transfer property legally ○ *to make over the house to your children*

maker /'meɪkə/ *noun* a person who signs a promissory note in which he or she promises to pay money

make up /,meɪk 'ʌp/ *verb* □ **to make up accounts** to complete the accounts

make up for /,meɪk 'ʌp fɔ:/ *verb* to compensate for something ○ *to make up for a short payment or for a late payment*

maladministration /,mæləd,mɪnɪ'streɪʃ(ə)n/ *noun* incompetent administration

malfeasance /mæl'fi:z(ə)ns/ *noun* an unlawful act

manage /'mænɪdʒ/ *verb* **1.** to direct or to be in charge of something ○ *to manage a branch office* ○ *A competent and motivated person is required to manage an important department in the company.* **2.** □ **to manage property** to look after rented property for the owner □ **to manage a currency** to intervene in the markets to influence a currency's exchange rates

'...the research director will manage and direct a team of graduate business analysts reporting on consumer behaviour throughout the UK' [*Times*]

manageable /'mænɪdʒəb(ə)l/ *adjective* which can be dealt with ○ *The interest payments, though high, are still manageable.* ○ *The problems which the company faces are too large to be manageable by one person.*

managed derivatives fund /,mænɪdʒd dɪ'rɪvətɪvz fʌnd/ *noun* a fund which uses mainly futures and options instead of investing in the underlying securities

managed float /'mænɪdʒd fləʊt/ *noun* a process of floating of a currency where the exchange rate is controlled by the central bank. Compare **clean float**. Also called **dirty float**

managed fund /'mænɪdʒd fʌnd/ *noun* a unit trust fund which is invested in specialist funds within the group and can be switched from one specialised investment area to another

managed unit trust /,mænɪdʒd 'ju:nɪt trʌst/ *noun* same as **managed fund**

management /'mænɪdʒmənt/ *noun* **1.** the process of directing or running a business ○ *a management graduate* or *a graduate in management* ○ *She studied management at university.* ○ *Good management or efficient management is essential in a large organisation.* ○ *Bad management or inefficient management can ruin a business.* **2.** a group of managers or directors ○ *The management has decided to give everyone a pay increase.* (NOTE: Where **management** refers to a group of people it is sometimes followed by a plural verb.) **3.** the

process of running a fund or investment portfolio for a client

'...the management says that the rate of loss-making has come down and it expects further improvement in the next few years' [*Financial Times*]

management accountant
/'mænɪdʒmənt əˌkaʊntənt/ *noun* an accountant who prepares financial information for managers so that they can take decisions

management accounts
/'mænɪdʒmənt əˌkaʊnts/ *plural noun* financial information prepared for a manager so that decisions can be made, including monthly or quarterly financial statements, often in great detail, with analysis of actual performance against the budget

management buyin /,mænɪdʒmənt 'baɪn/ *noun* the purchase of a subsidiary company by a group of outside directors. Abbreviation **MBI**

management buyout
/'mænɪdʒmənt 'baɪaʊt/ *noun* the takeover of a company by a group of employees, usually senior managers and directors. Abbreviation **MBO**

management by objectives
/'mænɪdʒmənt baɪ əb'dʒektɪvz/ *noun* a way of managing a business by planning work for the managers to do and testing if it is completed correctly and on time

management charge
/'mænɪdʒmənt tʃɑːdʒ/ *noun* same as **annual management charge**

management consultant
/'mænɪdʒmənt kənˌsʌltənt/ *noun* a person who gives advice on how to manage a business

management course
/'mænɪdʒmənt kɔːs/ *noun* a training course for managers

management team /'mænɪdʒmənt tiːm/ *noun* all the managers who work in a particular company

management trainee
/'mænɪdʒmənt treɪˈniː/ *noun* a young member of staff who is being trained to be a manager

management training
/'mænɪdʒmənt 'treɪnɪŋ/ *noun* the process of training staff to be managers, by making them study problems and work out solutions

manager /'mænɪdʒə/ *noun* 1. the head of a department in a company ○ *She's a department manager in an engineering company.* ○ *Go and see the human resources manager if you have a problem.* ○ *The production manager has been with the company for only two weeks.* ○ *Our sales manager started as a rep in London.* 2. the person in charge of a branch or shop ○ *Mr Smith is the manager of our local Lloyds Bank.* ○ *The manager of our Lagos branch is in London for a series of meetings.*

'...the No. 1 managerial productivity problem in America is managers who are out of touch with their people and out of touch with their customers' [*Fortune*]

managerial /,mænə'dʒɪəriəl/ *adjective* referring to managers ○ *All the managerial staff are sent for training every year.*

managership /'mænɪdʒəʃɪp/ *noun* the job of being a manager ○ *After six years, she was offered the managership of a branch in Scotland.*

managing agent /,mænɪdʒɪŋ 'eɪdʒ(ə)nt/ *noun* the person who runs the day-to-day activities of a Lloyd's syndicate

managing director /,mænədʒɪŋ daɪ'rektə/ *noun* the director who is in charge of a whole company. Abbreviation **MD**

managing underwriter
/'mænɪdʒɪŋ 'ʌndəraɪtə/ *noun* *US* an underwriting firm which organises the underwriting of a share issue

manat /'mænæt/ *noun* a unit of currency used in Turkmenistan

M&A *abbreviation* mergers and acquisitions

mandate /'mændət/ *noun* an order which allows something to take place

mandatory /'mændət(ə)ri/ *adjective* which everyone must obey ○ *Wearing a suit is mandatory for all managerial staff.* □ **mandatory meeting** a meeting which all staff have to attend

'...the wage talks are focusing on employment issues such as sharing of work among employees and extension of employment beyond the mandatory retirement age of 60 years' [*Nikkei Weekly*]

mandatory bid /'mændət(ə)ri bɪd/ *noun* an offer to purchase the shares of a company which has to be made when a

shareholder acquires 30% of that company's shares

M&E fee /,em ən 'i: fi:/ *noun* same as **mortality and expense risk charge**

manipulate /mə'nɪpjʊleɪt/ *verb* □ **to manipulate the accounts** to make false accounts so that the company seems profitable □ **to manipulate the market** to work to influence share prices in your favour

manpower **forecasting**

/ˈmænpaʊə ,fɔ: kɑ: stɪŋ/ *noun* the process of calculating how many employees will be needed in the future, and how many will actually be available

manpower planning /ˈmænpaʊə ,plæniŋ/ *noun* the process of planning to obtain the right number of employees in each job

manufactured goods /ˈmænju- 'fæktʃəd gʊdz/ *plural noun* items which are made by machine

marché *noun* the French word for market. ▶ **MATIF**

margin /ˈmɑ: dʒɪn/ *noun* **1.** the difference between the money received when selling a product and the money paid for it □ **we are cutting our margins very fine** we are reducing our margins to the smallest possible in order to be competitive □ **our margins have been squeezed** profits have been reduced because our margins have to be smaller to stay competitive **2.** extra space or time allowed **3.** the difference between interest paid to depositors and interest charged to borrowers (by a bank, building society, etc.) **4.** a deposit paid when purchasing a futures contract

'...profit margins in the industries most exposed to foreign competition – machinery, transportation equipment and electrical goods – are significantly worse than usual' [Australian Financial Review]

marginal /ˈmɑ: dʒɪn(ə)l/ *adjective* **1.** hardly worth the money paid **2.** not very profitable ○ *a marginal return on investment*

marginal cost /ˈmɑ: dʒɪn(ə)l 'kɒst/ *noun* the cost of making a single extra unit above the number already planned

marginal land /ˈmɑ: dʒɪn(ə)l lænd/ *noun* land which is almost not worth farming

marginal pricing /ˈmɑ: dʒɪn(ə)l 'praɪsɪŋ/ *noun* **1.** the practice of basing

the selling price of a product on its variable costs of production plus a margin, but excluding fixed costs **2.** the practice of making the selling price the same as the cost of a single extra unit above the number already planned

marginal purchase /ˈmɑ: dʒɪn(ə)l 'pɜ: tʃɪs/ *noun* something which a buyer feels is only just worth buying

marginal rate of tax /ˈmɑ: dʒɪn(ə)l reɪt əv 'tæks/, **marginal rate of taxation** /ˈmɑ: dʒɪn(ə)l reɪt əv 'tæks- 'eɪʃ(ə)n/ *noun* the percentage of tax which a taxpayer pays at the top rate (which he therefore pays on every further pound or dollar he earns)

'...pensioner groups claim that pensioners have the highest marginal rates of tax. Income earned by pensioners above \$30 a week is taxed at 62.5 per cent, more than the highest marginal rate' [Australian Financial Review]

marginal revenue /ˈmɑ: dʒɪn(ə)l 'reɪnju:/ *noun* the income from selling a single extra unit above the number already sold

marginal tax rate /ˈmɑ: dʒɪn(ə)l 'tæks reɪt/ *noun* same as **marginal rate of tax**

margin call /ˈmɑ: dʒɪn kɔ:l/ *noun* a request for a purchaser of a futures contract or an option to pay more margin, since the fall in the price of the securities or commodity has removed the value of the original margin deposited

margin of error /ˈmɑ: dʒɪn əv 'erə/ *noun* the number of mistakes which can be accepted in a document or in a calculation

margin of safety /ˈmɑ: dʒɪn əv 'seɪfti/ *noun* the units produced (or sales of such units) which are above the breakeven point

marine underwriter /mə,ri:n 'ʌndəraɪtə/ *noun* a person or company that insures ships and their cargoes

marital /ˈmæɪrɪt(ə)l/ *adjective* referring to a marriage

marital deductions /ˈmæɪrɪt(ə)l dɪ- 'dʌkʃ(ə)ns/ *plural noun* that part of an estate which is not subject to estate tax because it goes to the dead person's spouse

marital status /ˈmæɪrɪt(ə)l 'steɪtəs/ *noun* the condition of being married or not

maritime law /,mæɪtəɪm 'lɔ:/ *noun* laws referring to ships, ports, etc.

maritime lawyer /,mæɪtəɪm 'lɔ:ʒə/ *noun* a lawyer who specialises in legal matters concerning ships and cargoes

mark /mɑ:k/ *noun* **1.** a sign put on an item to show something **2.** a former unit of currency in Germany ○ *The price was twenty-five marks.* ○ *The mark rose against the dollar.* (NOTE: Usually written **DM** after a figure: **25DM.**)

marka /'mɑ:kə/, **markka** *noun* a unit of currency used before the euro in Finland (NOTE: written **MK**)

mark down /,mɑ:k 'daʊn/ *verb* to make the price of something lower □ **to mark down a price** to lower the price of something ○ *This range has been marked down to \$24.99.* ○ *We have marked all prices down by 30% for the sale.*

mark-down /'mɑ:k daʊn/ *noun* **1.** a reduction of the price of something to less than its usual price **2.** the percentage amount by which a price has been lowered ○ *There has been a 30% mark-down on all goods in the sale.*

market /'mɑ:kɪt/ *noun* **1.** an area where a product might be sold or the group of people who might buy a product ○ *There is no market for this product.* ○ *Our share of the Far eastern market has gone down.* **2.** a place where money or commodities are traded □ **global financial markets** world-wide finance markets ○ *The global financial markets precipitated the Mexican crisis of 1994-95.* **3.** □ **to buy shares in the open market** to buy shares on the Stock Exchange, not privately □ **to come to the market (of a company)** to apply for a Stock Exchange listing, by offering some of the existing shares for sale, or by floating it as a new company □ **sell at the market** an instruction to stockbroker to sell shares at the best price possible □ **to bring a company to the market** to arrange the flotation of a company's shares on the market □ **to make a market in securities** to offer to buy or sell securities on a selected list at any time **4.** a place where shares are bought and sold ○ *The market in oil shares was very active* or *There was a brisk market in oil shares.* **5.** □ **to go up market, to go down market** to make products which appeal to a wealthy sec-

tion of the market or to a wider, less wealthy section of the market ■ *verb* to sell a product, or to present and promote a product in a way which will help to sell it ○ *This product is being marketed in all European countries.*

'...market analysts described the falls in the second half of last week as a technical correction to a market which had been pushed by demand to over the 900 index level' [Australian Financial Review]

marketability /,mɑ:kɪtə'bɪlɪti/ *noun* the fact of being able to be sold easily ○ *the marketability of shares in electronic companies*

marketable /'mɑ:kɪtəb(ə)/ *adjective* which can be sold easily

marketable securities /,mɑ:kɪtəb(ə)l sɪ'kjʊərɪtiz/ *plural noun* stocks, shares, CDs etc., which can be bought or sold on a stock market

market analysis /,mɑ:kɪt ə'næləsɪs/ *noun* the detailed examination and report of a market

market analyst /,mɑ:kɪt 'ænəlist/ *noun* a person who studies the stock market in general

market basket /'mɑ:kɪt ,bɑ:skɪt/ *noun* same as **shopping basket**

market capitalisation /,mɑ:kɪt ,kæpɪtəlaɪ'zeɪʃ(ə)n/ *noun* ○ *company with a £1m capitalisation*

market cycle /,mɑ:kɪt 'saɪk(ə)l/ *noun* a period during which a market expands, then slows down and then expands again

market economist /,mɑ:kɪt ɪ-'kɒnəməst/ *noun* a person who specialises in the study of financial structures and the return on investments in the stock market

market economy /,mɑ:kɪt ɪ-'kɒnəmi/ *noun* same as **free market economy**

market forces /,mɑ:kɪt 'fɔ:sɪz/ *plural noun* the influences on the sales of a product which bring about a change in prices

market forecast /,mɑ:kɪt 'fɔ:kɑ:st/ *noun* a forecast of prices on the stock market

marketing /'mɑ:kɪtɪŋ/ *noun* the business of presenting and promoting goods or services in such a way as to make customers want to buy them

'...reporting to the marketing director, the successful applicant will be responsible for the development of a training programme for the new sales force' [Times]

marketing agreement /'mɑ:kɪtɪŋ ə,ɡri:mənt/ *noun* a contract by which one company will market another company's products

marketing department /'mɑ:kɪtɪŋ dɪ,pɑ:tmənt/ *noun* the section of a company dealing with marketing and sales

marketing manager /'mɑ:kɪtɪŋ ,mænidʒə/ *noun* a person in charge of a marketing department ○ *The marketing manager has decided to start a new advertising campaign.*

market leader /,mɑ:kɪt 'li:də/ *noun* 1. a product which sells most in a market 2. the company with the largest market share ○ *We are the market leader in home computers.*

'...market leaders may benefit from scale economies or other cost advantages; they may enjoy a reputation for quality simply by being at the top, or they may actually produce a superior product that gives them both a large market share and high profits' [Accountancy]

marketmaker /'mɑ:kɪtmeɪkə/ *noun* a person who buys or sells shares on the stock market and offers to do so in a certain list of securities (a marketmaker operates a book, listing the securities he or she is willing to buy or sell, and makes his or her money by charging a commission on each transaction)

market neutral funds /,mɑ:kɪt 'nju:trəl fʌndz/ *plural noun* hedge funds not related to general market movements, but which try to find opportunities to arbitrage temporary slight changes in the relative values of particular financial assets

market operator /,mɑ:kɪt 'ɒpəreɪtə/ *noun* a person who trades on a stock market or financial market

market opportunity /,mɑ:kɪt ɒpə'tju:nɪti/ *noun* the possibility of going into a market for the first time

market optimism /,mɑ:kɪt 'ɒptɪ-,mɪzəm/ *noun* a feeling that the stock market will rise

market order /,mɑ:kɪt 'ɔ:də/ *noun* an order to a broker to buy or sell at the current price

market polarisation /,mɑ:kɪt ,pəʊləraɪ'zeɪʃ(ə)n/ *noun* a situation

where a market is concentrated round a few suppliers or traders

market price /'mɑ:kɪt praɪs/ *noun* 1. the price at which a product can be sold 2. the price at which a share stands in a stock market

market professionals /,mɑ:kɪt prə'feʃ(ə)nəlz/ *plural noun* people who work in a stock market, as brokers, analysts, etc.

market purchases /,mɑ:kɪt 'pɜ:tʃɪsɪz/ *plural noun* purchases of shares in a company on the normal stock market (by a company planning a take-over bid)

market rate /'mɑ:kɪt reɪt/ *noun* the normal price in the market ○ *We pay the market rate for secretaries or We pay secretaries the market rate.*

'...after the prime rate cut yesterday, there was a further fall in short-term market rates' [Financial Times]

market research /,mɑ:kɪt rɪ'sɜ:tʃ/ *noun* the process of examining the possible sales of a product and the possible customers for it before it is put on the market

market sentiment /,mɑ:kɪt 'sentɪmənt/ *noun* a general feeling among investors or financial analysts on a stock market

market share /,mɑ:kɪt 'ʃeə/ *noun* the percentage of a total market which the sales of a company's product cover ○ *We hope our new product range will increase our market share.*

market strategist /,mɑ:kɪt 'strætədʒɪst/ *noun* a person who plans how to buy and sell on the stock market

market trends /,mɑ:kɪt 'trendz/ *plural noun* gradual changes taking place in a market

market value /,mɑ:kɪt 'vælju:/ *noun* the value of an asset, a share, a product or a company if sold today

market value added /,mɑ:kɪt ,vælju: 'ædɪd/ *noun* the difference between a company's market value and the amount of its invested capital. Abbreviation **MVA**

market value adjuster /,mɑ:kɪt 'vælju: ə,dʒʌstə/ *noun* a method of calculating the loss in market value of a bond or insurance when it is being surrendered. Abbreviation **MVA**

market watcher /'mɑ:kɪt ˌwɒtʃə/ *noun* a person who follows stock market trends closely

mark up /ˌmɑ:k ʌp/ *verb* to increase the price of something □ **to mark prices up** to increase prices ○ *These prices have been marked up by 10%.*

mark-up /'mɑ:k ʌp/ *noun* 1. an increase in price ○ *We put into effect a 10% mark-up of all prices in June.* ○ *Since I was last in the store they have put at least a 5% mark-up on the whole range of items.* 2. the difference between the cost of a product or service and its selling price □ **we work to a 3.5 times mark-up or to a 350% mark-up** we take the unit cost and multiply by 3.5 to give the selling price

mass production /mæs prə-ˈdʌkʃən/ *noun* the manufacture of large quantities of identical products

mass unemployment /ˌmæs ˌʌnɪmˈplɔɪmənt/ *noun* unemployment affecting large numbers of people

MasterCard *noun* an international credit organisation, backed by a group of banks (NOTE: A similar organisation is **Visa International**.)

matched bargains /mætʃd ˈbɑ:gɪnz/ *plural noun* sales and purchases of shares which are conducted at the same time, where the buyers and sellers come together to agree on the price (as opposed to the 'quotation' system, where the marketmakers make the selling prices for shares) □ **to trade on a matched bargain basis** to arrange to sell shares for a client and buy them for another client, without having to take a position in the shares

MATIF *noun* the French financial futures market. Full form **marché à terme des instruments financiers**

mature /məˈtʃʊə/ *adjective* □ **mature economy** a fully developed economy ■ *verb* to become due □ **bills which mature in three weeks'** time bills which will be due for payment in three weeks

maturity /məˈtʃʊərɪti/ *noun* 1. the third stage in a product life cycle when a product is well established in the market though no longer enjoying increasing sales, after which sooner or later it will start to decline 2. the time at which something becomes due for payment or repayment □ **amount payable on matu-**

ity the amount received by the insured person when a policy matures

maturity date /məˈtʃʊərɪti deɪt/ *noun* a date when a government stock, an assurance policy or a debenture will become due for payment. Also called **date of maturity**

maturity yield /məˈtʃʊərɪti jɪld/ *noun* a calculation of the yield on a fixed-interest investment, assuming it is bought at a certain price and held to maturity

maximisation /ˌmæksɪmaɪ-ˈzeɪʃ(ə)n/, **maximization** *noun* the process of making something as large as possible ○ *profit maximisation* or *maximisation of profit*

maximise /ˌmæksɪmaɪz/, **maximize** *verb* to make something as large as possible ○ *Our aim is to maximise profits.* ○ *The cooperation of the workforce will be needed if we are to maximise production.* ○ *He is paid on results, and so has to work flat out to maximise his earnings.*

maximum /ˌmæksɪməm/ *noun* the largest possible number, price or quantity ○ *It is the maximum the insurance company will pay.* (NOTE: The plural is **maxima** or **maximums**.) □ **up to a maximum of £10** no more than £10 □ **to increase exports to the maximum** to increase exports as much as possible ■ **adjective** largest possible ○ *40% is the maximum income tax rate or the maximum rate of tax.* ○ *The maximum load for the truck is one ton.* ○ *Maximum production levels were reached last week.* □ **to increase production to the maximum level** to increase it as much as possible

May Day /ˈmeɪ deɪ/ *noun* the change in practices on American Stock Exchanges which took place on 1st May 1975, with the removal of the system of fixed commissions. This allowed cheaper stock trading by brokers who did not offer any investment advice, and ultimately led to computerised financial dealing in general. (NOTE: The UK term is **Big Bang**.)

MBO *abbreviation* management buyout

mean /mi:n/ *adjective* average ○ *The mean annual increase in sales is 3.20%.* □ **mean price** the average price of a share in a day's trading ■ *noun* the av-

erage or number calculated by adding several quantities together and dividing by the number of quantities added ○ *Unit sales are over the mean for the first quarter or above the first-quarter mean.*

means /mi:nz/ *noun* a way of doing something ○ *Do we have any means of copying all these documents quickly?* ○ *Bank transfer is the easiest means of payment.* (NOTE: The plural is **means**.)

■ *plural noun* money or resources ○ *The company has the means to launch the new product.* ○ *Such a level of investment is beyond the means of a small private company.*

means test /'mi:nz test/ *noun* an inquiry into how much money someone earns to see if they are eligible for state benefits ■ *verb* to find out how much money someone has in savings and assets ○ *All applicants will be means-tested.*

measure /'meʒə/ *noun* **1.** a way of calculating size or quantity □ **as a measure of the company's performance** as a way of judging if the company's results are good or bad **2.** a type of action □ **to take measures to prevent something happening** to act to stop something happening ■ *verb* □ **to measure the government's performance** to judge how well the government is doing

measurement /'meʒəmənt/ *noun* a way of judging something ○ *growth measurement* ○ *performance measurement* or *measurement of performance*

measurement of profitability /,meʒəmənt əv ,prɒfɪtə'bɪlɪti/ *noun* a way of calculating how profitable something is

mechanic's lien /mɪ,kænɪks 'li:ən/ *noun* *US* a lien on buildings or other property which can be enforced by workmen until they have been paid

median /'mi:diən/ *noun* the middle number in a list of numbers

medical insurance /'medɪk(ə)l ɪn-,ʃʊərəns/ *noun* insurance which pays the cost of medical treatment, especially when someone is travelling abroad

medium /'mi:diəm/ *adjective* middle or average ○ *The company is of medium size.*

medium-dated stocks /,mi:diəm ,deɪtɪd 'stɒks/ *plural noun* same as **mediums**

mediums /'mi:diəmz/ *plural noun* government stocks which mature in seven to fifteen years' time

medium-sized company /,mi:diəm saɪzd 'kʌmp(ə)nɪ/ *noun* a company which has a turnover of less than £5.75m and does not employ more than 250 staff ○ *a medium-sized engineering company*

medium-term /'mi:diəm tɜ:m/ *adjective* referring to a point between short term and long term □ **medium-term forecast** a forecast for two or three years □ **medium-term loan** a bank loan for three to five years

medium-term bond /,mi:diəm tɜ:m 'bɒnd/ *noun* a bond which matures within five to fifteen years

meet /mi:t/ *verb* **1.** to be satisfactory for something ○ *We must have a product which meets our requirements.* □ **we will try to meet your price** we will try to offer a price which is acceptable to you □ **they failed to meet the deadline** they were not able to complete in time **2.** to pay for something ○ *The company will meet your expenses.* ○ *He was unable to meet his mortgage repayments.* (NOTE: **meeting – met**)

meeting /'mi:tɪŋ/ *noun* an event at which a group of people come together in order to discuss matters of common interest to them □ **to hold a meeting** to organise a meeting of a group of people ○ *The meeting will be held in the committee room.* □ **to open a meeting** to start a meeting □ **to conduct a meeting** to be in the chair for a meeting □ **to close a meeting** to end a meeting □ **to address a meeting** to speak to a meeting □ **to put a resolution to a meeting** to ask a meeting to vote on a proposal

'...in proportion to your holding you have a stake in every aspect of the company, including a vote in the general meetings' [Investors Chronicle]

mega-cap /'megə kæp/ *noun* a share with the very highest capitalisation and growth. ♦ **cap, mid-cap, small-cap**

member /'membə/ *noun* **1.** a person who belongs to a group, society or organisation ○ *Committee members voted on the proposal.* ○ *They were elected members of the board.* ○ *Every employer is a member of the employers' federation.* **2.** a shareholder in a company **3.** an organisation which belongs

to a larger organisation ○ *the member companies of a trade association* ○ *The member states of the EU.* ○ *The members of the United Nations.*

'...it will be the first opportunity for party members and trade union members to express their views on the tax package'
[*Australian Financial Review*]

member bank /'membə bæŋk/ *noun* a bank which is part of the Federal Reserve system

member firm /'membə fɜ:m/ *noun* a stockbroking firm which is a member of a stock exchange

member's agent /'membəz ,eɪdʒənt/ *noun* a person who works on behalf of the names in a Lloyd's syndicate

membership /'membəʃɪp/ *noun* all the members of a group ○ *The union membership was asked to vote for the new president.*

'...the bargaining committee will recommend that its membership ratify the agreement at a meeting called for June'
[*Toronto Star*]

Member States /'membə steɪts/ *plural noun* states which are members of an organisation such as the EU or the UN ○ *the member countries of the EU* ○ *the members of the United Nations* ○ *the member companies of a trade association*

memorandum and articles of association /meməˈrændəm ənd ,ɑ:tɪk(ə)lz əv əˌsəʊsi'eɪʃ(ə)n/, **memorandum of association** /meməˈrændəm əv əˌsəʊsi'eɪʃ(ə)n/ *noun* the legal documents which set up a limited company and give details of its name, aims, authorised share capital, conduct of meetings, appointment of directors and registered office

mentee /men'ti:z/ *noun* a less experienced employee who is offered special guidance and support by a respected and trusted person with more experience (a mentor)

mentor /'mentɔ:/ *noun* a person who is respected and trusted by a less experienced employee and offers special guidance and support to them

mercantile /'mɜ:kəntaɪl/ *adjective* commercial □ **mercantile country** a country which earns income from trade □ **mercantile law** laws relating to business

mercantile agency /,mɜ:kəntaɪl 'eɪdʒ(ə)nsi/ *noun* same as **credit-reference agency**

mercantile agent /'mɜ:kəntaɪl 'eɪdʒənt/ *noun* a person who sells on behalf of a business or another person and earns a commission

mercantile marine /,mɜ:kəntaɪl mə'ri:n/ *noun* all the commercial ships of a country

merchant /'mɜ:tʃənt/ *noun* a company, shop or other business which accepts a certain type of credit card for purchases

merchant bank /'mɜ:tʃənt bæŋk/ *noun* 1. a bank which arranges loans to companies, deals in international finance, buys and sells shares and launches new companies on the Stock Exchange, but does not provide normal banking services to the general public 2. *US* a bank which operates a credit card system (accepting payment on credit cards from retailers or 'merchants')

merchant banker /,mɜ:tʃənt 'bæŋkə/ *noun* a person who has a high position in a merchant bank

merchant marine /,mɜ:tʃənt mə'ri:n/, **merchant navy** /'mɜ:tʃənt 'nɜ:vi/ *noun* all the commercial ships of a country

merchant number /'mɜ:tʃənt ,nʌmbə/ *noun* a number of the merchant, printed at the top of the report slip when depositing credit card payments

merge /mɜ:dʒ/ *verb* to join together ○ *The two companies have merged.* ○ *The firm merged with its main competitor.*

merger /'mɜ:dʒə/ *noun* the joining together of two or more companies ○ *As a result of the merger, the company is now the largest in the field.*

merger accounting /'mɜ:dʒə əˌkaʊntɪŋ/ *noun* a way of presenting the accounts of a newly acquired company within the group accounts, so as to show it in the best possible light

merit increase /'merɪt ,ɪnkri:z/ *noun* an increase in pay given to an employee because his or her work is good

merit rating /'merɪt ,reɪtɪŋ/ *noun* the process of judging how well an employee works, so that payment can be according to merit

metal /'met(ə)/ *noun* a material (either an element or a compound) which can carry heat and electricity

COMMENT: Only some metals are traded as commodities: these are the base metals aluminium, copper, lead, nickel, tin, zinc (which are traded on the London Metal Exchange) and the precious metals gold, silver, platinum and palladium (which are traded on the London Bullion Market, COMEX, and other exchanges).

method /'meθəd/ *noun* a way of doing something ○ *They devised a new method of sending data.* ○ *What is the best method of payment?* ○ *His organising methods are out of date.* ○ *Their manufacturing methods or production methods are among the most modern in the country.*

metical /'metɪk(ə)/ *noun* a unit of currency used in Mozambique

mezzanine class stock /,metzəniːn klɑːs 'stɒk/ *noun* a type of common stock rated at a level below the top double-A or triple-A ratings

mezzanine finance /,metzəniːn 'faɪnæns/ *noun* finance provided to a company after it has received start-up finance

COMMENT: Mezzanine finance is slightly less risky than start-up finance, since the company has usually already started trading; it is, however, unsecured. This type of finance is aimed at consolidating a company's trading position before it is floated on a stock exchange.

MFN *abbreviation* most favoured nation

Mibtel /'mɪbtel/ *noun* an index of share prices on the Milan stock exchange in Italy

micro- /maɪkrəʊ/ *prefix* very small

micro-cap /'maɪkrəʊ kæp/ *noun* a share in a company with very small capitalisation

microeconomics /'maɪkrəʊ iːkəˌnɒmɪks/ *plural noun* the study of the economics of people or single companies. Compare **macroeconomics** (NOTE: takes a singular verb)

microfiche /'maɪkrəʊ,fiːʃ/ *noun* an index sheet, made of several microfilm photographs ○ *We hold our records on microfiche.*

microfilm /'maɪkrəʊfɪlm/ *noun* a roll of film on which a document is photographed in very small scale ○ *We hold our records on microfilm.* ■ *verb* to make a very small-scale photograph ○ *Send the 1998 correspondence to be microfilmed or for microfilming.*

micropayments /'maɪkrəʊˌpeɪmənts/ *plural noun* a technology developed to allow visitors to spend very small amounts of money (normally for information) on an Internet site

COMMENT: When people are purchasing goods or spending more than £5 on an Internet site, it is commercially viable for the retailer to accept payment by credit card or any other form of e-money. When people are being charged very small amounts (normally a few pence or cents) for information, it is not worth while collecting the payment from a standard credit card. Micropayments allow the retailer to debit the visitor's e-purse or bank account directly.

mid- /mɪd/ *prefix* middle □ **from mid 2001** from the middle of 2001 ○ *The factory is closed until mid-July.*

mid-cap /'mɪd kæp/, **midcap** *noun* a share in a company with medium-sized capitalisation (on the London Stock Exchange, a capitalisation of between £300m and £2.5bn)

middle /'mɪd(ə)/ *adjective* in the centre or between two points

middle-income /,mɪd(ə)l 'ɪŋkəm/ *adjective* □ **people in the middle-income bracket** people with average incomes, not very high or very low

middleman /'mɪd(ə)l,mæn/ *noun* a person who negotiates with large companies on behalf of personal clients

middle management /,mɪd(ə)l 'mænɪdʒmənt/ *noun* department managers in a company, who carry out the policy set by the directors and organise the work of a group of employees

middle price /'mɪd(ə)l praɪs/ *noun* a price between the buying and selling price (usually shown in indices)

middle rate /'mɪd(ə)l reɪt/ *noun* an exchange rate between the buy and sell rates for a foreign currency

mid-month /'mɪd mʌnθ/ *adjective* which happens in the middle of the month ○ *mid-month accounts*

mid-sized /'mɪd saɪzd/, **midsize** /'mɪdsɑɪz/ *adjective* □ **mid-sized company** *US* a company which is larger than a small company but smaller than a large company

mid-week /'mɪd wi:k/ *adjective* which happens in the middle of a week
○ *the mid-week lull in sales*

mill /mɪl/ *noun* one-fifth of a cent

million /'mɪljən/ *noun* number 1,000,000 ○ *The company lost £10 million in the African market.* ○ *Our turnover has risen to \$13.4 million.* ♦ **billion, trillion** (NOTE: Can be written **m** after figures: **\$5m** (say 'five million dollars.'))

millionaire /,mɪljə'neə/ *noun* a person who has more than one million pounds or dollars

min *abbreviation* 1. minute 2. minimum

mini- /mɪni/ *prefix* very small

minibudget /,mɪni'bʌdʒɪt/ *noun* an interim statement about financial plans from a finance minister

minimum /'mɪnɪmə/ *noun* the smallest possible quantity, price or number ○ *to keep expenses to a minimum* ○ *to reduce the risk of a loss to a minimum* (NOTE: The plural is **minima** or **minimums**.) ■ *adjective* smallest possible □ **minimum dividend** the smallest dividend which is legal and accepted by the shareholders □ **minimum payment** the smallest payment necessary □ **minimum quantity** the smallest quantity which is acceptable

minimum balance /,mɪnɪmə 'bæləns/ *noun* the smallest amount of money which must be kept in an account to qualify for the services provided

Minimum Lending Rate /,mɪnɪmə 'lendiŋ reɪt/ *noun* formerly, the rate at which the Bank of England used to lend to other banks (now called the 'base rate'). Abbreviation **MLR**

minimum reserves /,mɪnɪmə rɪ-'zɜ:vz/ *plural noun* the smallest amount of reserves which a commercial bank must hold with a central bank

minimum wage /,mɪnɪmə 'weɪdʒ/ *noun* the lowest hourly wage which a company can legally pay its employees

mining /'maɪnɪŋ/ ♦ **data mining**

mining concession /'maɪnɪŋ kən-,seɪʃ(ə)n/ *noun* the right to dig a mine on a piece of land

minister /'mɪnɪstə/ *noun* a member of a government who is in charge of a ministry ○ *a government minister* ○ *the Minister of Trade or the Trade Minister* ○ *the Minister of Foreign Affairs or the Foreign Minister*

COMMENT: In the US, heads of government departments are called **secretary**: **the Secretary for Commerce**. In the UK, heads of government departments are called **Secretary of State**: **the Secretary of State for Defence**.

ministry /'mɪnɪstri/ *noun* a department in the government ○ *a ministry official or an official from the ministry* ○ *She works in the Ministry of Finance or the Finance Ministry.* ○ *He is in charge of the Ministry of Information or of the Information Ministry.* (NOTE: In the UK and the USA, important ministries are called **departments**: **the Department of Trade and Industry, the Commerce Department.**)

minor /'maɪnə/ *adjective* less important ○ *Items of minor expenditure are not listed separately.* ○ *The minor shareholders voted against the proposal.* ■ *noun* a person less than eighteen years old

minority /maɪ'nɒrɪti/ *noun* 1. a number or quantity which is less than half of the total ○ *A minority of board members opposed the chairman.* ○ *A minority of the union members opposed the motion.* □ *in the minority* being fewer than half ○ *Good salesmen are in the minority in our sales team.* 2. a section of the population from a specific racial group, which does not make up the majority of the population

minority shareholder /maɪ'nɒrəti ,ʃeə'həʊldə/ *noun* a person who owns a group of shares but less than half of the shares in a company

minority shareholding /maɪ'nɒrəti ,ʃeə'həʊldɪŋ/ *noun* a group of shares which are less than half the total ○ *He acquired a minority shareholding in the company.*

mint /mɪnt/ *noun* a factory where coins are made ■ *verb* to make coins

minus /'maɪnəs/ *preposition, adverb* less, without ○ *Net salary is gross salary minus tax and National Insurance deductions.* ○ *Gross profit is sales minus production costs.* ■ *adjective* □ **the accounts show a minus figure** the accounts show that more has been spent than has been received ■ *noun* a printed sign (-) showing a loss or decrease ○ *At the end of the day the index showed a series of minuses, with very few pluses.*

minus factor /'maɪnəs ˌfæktə/ *noun* an unfavourable factor ○ *To have lost sales in the best quarter of the year is a minus factor for the sales team.* (NOTE: The opposite is **plus**.)

MIRAS *abbreviation* mortgage interest relief at source

mirror fund /'mɪrə ˌfʌnd/ *noun* an investment trust where the manager also runs a unit trust with the same objectives

misappropriate /,mɪsə'prəʊpriət/ *verb* to use illegally money which is not yours, but with which you have been trusted

misappropriation /,mɪsə'prəʊpri- 'eɪʃ(ə)n/ *noun* the illegal use of money by someone who is not the owner but who has been trusted to look after it

miscalculate /mɪs'kælkjuleɪt/ *verb* to calculate wrongly, or to make a mistake in calculating something ○ *The salesman miscalculated the discount, so we hardly broke even on the deal.*

miscalculation /mɪs'kælkjʊ- 'leɪʃ(ə)n/ *noun* a mistake in calculating

miscount *noun* /'mɪskaʊnt/ a mistake in counting ■ *verb* /mɪs'kaʊnt/ to count wrongly, or to make a mistake in counting something ○ *The shopkeeper miscounted, so we got twenty-five bars of chocolate instead of two dozen.*

misfeasance /mɪs'fi:z(ə)ns/ *noun* the offence of doing something in an improper way

mismanage /mɪs'mænɪdʒ/ *verb* to manage something badly ○ *The company had been badly mismanaged under the previous MD.*

mismanagement /mɪs- 'mænɪdʒmənt/ *noun* bad management ○ *The company failed because of the chairman's mismanagement.*

misrepresent /,mɪsreprɪ'zent/ *verb* to report facts or what someone says wrongly ○ *Our spokesman was totally misrepresented in the Sunday papers.*

misrepresentation /,mɪsreprɪzen- 'teɪʃ(ə)n/ *noun* **1.** the act of making a wrong statement in order to persuade someone to enter into a contract such as one for buying a product or service **2.** the act of wrongly reporting facts

mistake /mɪ'steɪk/ *noun* an act or decision which is wrong, or something that has been done wrongly ○ *It was a mistake to let him name his own salary.* ○ *There was a mistake in the address.* □ **to make a mistake** to do something wrong ○ *The shop made a mistake and sent the wrong items.* ○ *He made a mistake in addressing the letter.* □ **by mistake** in error, wrongly ○ *They sent the wrong items by mistake.* ○ *She put my letter into an envelope for the chairman by mistake.*

misuse /mɪs'ju:z/ *noun* a wrong use ○ *the misuse of funds or of assets*

Mittelstand *noun* the German word for the sector of medium-sized companies

mixed /mɪkst/ *adjective* **1.** made up of different sorts or of different types of things together **2.** neither good nor bad

'...prices closed on a mixed note after a moderately active trading session'
[Financial Times]

mixed economy /mɪkst ɪ'kɒnəmi/ *noun* a system which contains both nationalised industries and private enterprise

MMC *abbreviation* Monopolies and Mergers Commission

mobilise /'məʊblaɪz/, **mobilize** *verb* to bring things or people together and prepare them for action, especially to fight □ **to mobilise capital** to collect capital to support something □ **to mobilise resources to defend a takeover bid** to get the support of shareholders, etc., to stop a company being taken over

mode /məʊd/ *noun* a way of doing something □ **mode of payment** the way in which payment is made, e.g. cash or cheque

model /'mɒd(ə)l/ *noun* **1.** a small copy of something made to show what it will look like when finished ○ *They showed us a model of the new office building.* **2.**

a style or type of product ○ *This is the latest model.* ○ *The model on display is last year's.* ○ *I drive a 2001 model Range Rover.* **3.** a person whose job is to wear new clothes to show them to possible buyers **4.** something which can be copied ○ *the Swedish model of industrial relations* **5.** a description in the form of mathematical data ■ **adjective** which is a perfect example to be copied ○ *a model agreement* ■ **verb** to wear new clothes to show them to possible buyers ○ *She has decided on a career in modelling.* (NOTE: UK English is **modelling** – modelled, but the US spelling is **modeling** – modeled.)

model risk /'mɒd(ə)l rɪsk/ *noun* the possibility that a computer model used when investing may have a flaw which makes it function badly in extreme market conditions

modem /'mɒdəm/ *noun* a device which links a computer to a telephone line, allowing data to be sent from one computer to another

modest /'mɒdɪst/ *adjective* small ○ *Oil shares showed modest gains over the week's trading.*

modified accounts /,mɒdɪfaɪd ə-'kaʊntz/ *plural noun* less detailed annual accounts which can be deposited with the Registrar of Companies by small or medium-sized companies

momentum /məʊ'mentəm/ *noun* a movement upwards of share prices, suggesting that prices will continue to rise

momentum investor /məʊ'mentəm ɪn'vestə/ *noun* an investor who buys shares which seem to be moving upwards

monetarism /'mɒnɪtə,rɪz(ə)m/ *noun* a theory that the amount of money in the economy affects the level of prices, so that inflation can be controlled by regulating money supply

monetarist /'mɒnɪtə,rɪst/ *noun* a person who believes in monetarism and acts accordingly ■ **adjective** according to monetarism ○ *monetarist theories*

monetary /'mɒnɪt(ə)rɪ/ *adjective* referring to money or currency

'...the decision by the government to tighten monetary policy will push the annual inflation rate above the year's previous high' [*Financial Times*]

'...it is not surprising that the Fed started to ease monetary policy some months ago' [*Sunday Times*]

'...a draft report on changes in the international monetary system' [*Wall Street Journal*]

monetary control /'mɒnɪt(ə)rɪ kən-ˌtrəʊl/ *noun* control of the money supply

monetary policy /,mɒnɪt(ə)rɪ 'pɒlɪsi/ *noun* the government's policy relating to finance, e.g. bank interest rates, taxes, government expenditure and borrowing

Monetary Policy Committee /,mɒnɪt(ə)rɪ 'pɒlɪsi kə,mɪtɪ/ *noun* a committee of the Bank of England, chaired by the Governor of the Bank, which has responsibility for setting interest rates independently of the British government. Its aim is to set rates with a view to keeping inflation at a certain level, and avoiding deflation. Abbreviation **MPC**

'Its Monetary Policy Committee (MPC) gets an opportunity to reveal whether it is still affected by the Christmas spirit when it meets this Wednesday' [*The Times*]

'The Fed next meets to consider interest rates on February 3 and 4, just one day ahead of the February MPC meeting' [*The Times*]

monetary standard /,mɒnɪt(ə)rɪ 'stændəd/ *noun* the fixing of a fixed exchange rate for a currency

monetary targets /,mɒnɪt(ə)rɪ 'tɑ:ɡɪtɪz/ *plural noun* figures such as the money supply or the PSBR, which are given as targets by the government when setting out its budget for the forthcoming year

monetary unit /'mɒnɪt(ə)rɪ ˌju:nɪt/ *noun* a main item of currency of a country (a dollar, pound, yen, etc.)

money /'mʌni/ *noun* **1.** coins and notes used for buying and selling □ **to earn money** to have a wage or salary □ **to earn good money** to have a large wage or salary □ **to lose money** to make a loss, not to make a profit □ **the company has been losing money for months** the company has been working at a loss for months □ **to get your money back** to make enough profit to cover your original investment □ **to make money** to make a profit □ **to put money into the bank** to deposit money into a bank account □ **to put money into a business** to invest money in a

business ○ *She put all her redundancy money into a shop.* □ **to put money down** to pay cash, especially as a deposit ○ *We put £25 down and paid the rest in instalments.* □ **money up front** payment in advance ○ *They are asking for £10,000 up front before they will consider the deal.* ○ *He had to put money up front before he could clinch the deal.* □ **they are worth a lot of money** they are valuable **2.** □ **in the money** referring to an option to buy at a lower price or to sell at a higher price than the share is currently at □ **out of the money** referring to an option to buy at a higher price or to sell at a lower price than a share is currently trading at

money at call /ˌmʌni ət 'kɔ:l/, **money on call** /ˌmʌni ɒn 'kɔ:l/ *noun* same as **call money**

money-back guarantee /ˌmʌni 'bæk ɡærən'ti:/, **money-back offer** /ˌmʌni 'bæk ɒfə/ *noun* a guarantee that money will be paid back to customers who are not satisfied with their purchases

moneyback option /ˌmʌni'bæk ɒpʃən/ *noun* an option that guarantees to return the premium if the option is not taken up

money broker /ˌmʌni ˌbrʊkə/ *noun* a dealer operating in the interbank and foreign exchange markets

money-changer /ˌmʌni ˌtʃeɪndʒə/ *noun* same as **changer**

money laundering /ˌmʌni ˌlɔ:ndəʊɪŋ/ *noun* the act of passing illegal money into the normal banking system

moneylender /ˌmʌni ˌlendə/ *noun* a person who lends money at interest

money lying idle /ˌmʌni ˌlaɪɪŋ ˈaɪd(ə)/ *noun* money which is not being used to produce interest, which is not invested in business

money-making /ˌmʌni ˌmeɪkɪŋ/ *adjective* which makes money ○ *a money-making plan*

money management /ˌmʌni ˌmænɪdʒmənt/ *noun* same as **fund management**

money market /ˌmʌni ˌmʌ:kit/ *noun* **1.** a place where large sums of money are lent or borrowed **2.** a market for buying and selling short-term loans

or financial instruments such as Treasury bills and CDs, which can be easily converted to cash ○ *The international money markets are nervous.*

money market basis /ˌmʌni ˌmʌ:kit ˌbeɪsɪs/ *noun* □ **on a money market basis** calculated on a year of 365 days

money market fund /ˌmʌni ˌmʌ:kit fʌnd/ *noun* an investment fund, which only invests in money market instruments

money market instruments /ˌmʌni ˌmʌ:kit ˌɪnstrʉmənts/ *plural noun* short-term investments, such as CDs, which can be easily turned into cash and are traded on the money markets

money order /ˌmʌni ˌɔ:də/ *noun* a document which can be bought as a way of sending money through the post

money purchase scheme /ˌmʌni ˌpɜ:tʃɪs ski:m/ *noun* any pension scheme to which members make contributions which determine the final pension (as opposed to a 'final salary scheme' where the pension is a percentage of the final salary earned)

money rates /ˌmʌni reɪts/ *plural noun* rates of interest for borrowers or lenders

money-spinner /ˌmʌni ˌspɪnə/ *noun* an item which sells very well or which is very profitable ○ *The home-delivery service has proved to be a real money-spinner.*

money supply /ˌmʌni səˌplaɪ/ *noun* the amount of money which exists in a country

COMMENT: Money supply is believed by some to be at the centre of control of a country's economy. If money supply is tight (i.e. the government restricts the issue of new notes and reduces the possibility of lending) the amount of money available in the economy is reduced and thus may reduce spending. Money supply is calculated in various ways: **M0** (or narrow money supply), including coins and notes in circulation plus the deposits of commercial banks with the Bank of England; **M1**, including all coins and notes plus personal money in current accounts; **M2**, including coins and notes and personal money in current and deposit accounts; **M3**, including coins and notes,

personal money in current and deposit accounts, government deposits and deposits in currencies other than sterling (called **£M3** in Britain); **M4**, including M3 plus money on deposit in banks and Treasury bills; **M5**, the broadest measure, which is formed of M4 plus building society accounts and accounts with national savings. In the US, money supply also includes **L**, which is calculated as M3, plus Treasury bills, bonds and commercial paper.

monies /'mʌnɪz/ *plural noun* sums of money ○ *monies owing to the company* ○ *to collect monies due*

monitor /'mɒnɪtə/ *noun* a screen on a computer ○ *He brought up the information on the monitor.* ■ *verb* to check or to examine how something is working ○ *He is monitoring the progress of sales.* ○ *How do you monitor the performance of the sales reps?*

Monopolies and Mergers Commission /mə'nɒpəlɪz ən 'mɜːdʒəz kə'mɪʃ(ə)n/ *noun* a government organisation which examines takeover bids at the request of the Office of Fair Trading, to see if a successful bid would result in a monopoly and so harm the consumer by reducing competition. Abbreviation **MMC**

monopoly /mə'nɒpəlɪ/ *noun* a situation where one person or company is the only supplier of a particular product or service ○ *to be in a monopoly situation* ○ *The company has the monopoly of imports of Brazilian wine.* ○ *The factory has the absolute monopoly of jobs in the town.* (NOTE: The more usual US term is **trust**.)

month /mʌnθ/ *noun* one of twelve periods which make a year ○ *bills due at the end of the current month* ○ *The company pays him £100 a month.* ○ *She earns £2,000 a month.* □ **paid by the month** paid once each month □ **to give a customer two months' credit** to allow a customer to pay not immediately, but after two months

month end /mʌnθ 'end/ *noun* the end of a calendar month, when accounts have to be drawn up ○ *The accounts department are working on the month-end accounts.*

monthly /'mʌnθli/ *adjective* happening every month or which is received every month ○ *We get a monthly state-*

ment from the bank. ○ *She makes monthly payments to the credit card company.* ○ *He is paying for his car by monthly instalments.* ○ *My monthly salary cheque is late.* □ **monthly ticket** a ticket for travel which is good for one month □ **monthly statement** a statement sent to a customer at the end of each month, itemising transactions which have taken place in his or her account ■ **adverb** every month ○ *He asked if he could pay monthly by direct debit.* ○ *The account is credited monthly.*

monthly sales report /,mʌnθli 'seɪlz rɪ'pɔːt/ *noun* a report made every month showing the number of items sold or the amount of money a company has received for selling stock

Moody's Investors Service /,muːdɪz ɪn'vestəz 'sɜːvɪs/ *noun* an American rating organisation, which gives a rating showing the reliability of a debtor organisation (its ratings run from AAA to C). It also issues ratings on municipal bonds, running from MIG1 (the highest rating) to MIG4. ♦ **Standard & Poor's**

moonlight /'muːnlaɪt/ *verb* to do a second job for cash (often in the evening) as well as a regular job (*informal*)

moonlighter /'muːnlaɪtə/ *noun* a person who moonlights

moonlighting /'muːnlaɪtɪŋ/ *noun* the practice of doing a second job ○ *He makes thousands a year from moonlighting.*

moratorium /,mɒrə'tɔːrɪəm/ *noun* a temporary stop to repayments of interest on loans or capital owed ○ *The banks called for a moratorium on payments.* (NOTE: The plural is **moratoria** or **moratoriums**.)

Morningstar /'mɔːnɪŋstɑː/ *noun* US an agency which gives ratings to mutual funds

mortality and expense risk charge /mɔː'tælɪtɪ ən ɪk'spens 'rɪsk tʃɑːdʒ/ *noun* an extra charge to pay on some annuities to guarantee that if the policyholder dies his heirs will receive a benefit, and also that the insurance company will be compensated for an annuitant who lives longer than he or she should according to the mortality tables. Also called **M&E fee**

mortality rate /məʊ'tæləti reɪt/ *noun* the number of deaths occurring during a particular period, shown as a percentage of the total population

mortgage /'mɔːɡɪdʒ/ *noun* money lent on the security of a house or other property owned by the borrower, usually in order to enable the borrower to buy the property ○ *to buy a house with a £200,000 mortgage* □ **mortgage payments** money paid each month as interest on a mortgage, plus repayment of a small part of the capital borrowed □ **first mortgage** the main mortgage on a property □ **to pay off a mortgage** to pay back the principal and all the interest on a loan to buy a property □ **mortgage queue** a list of people waiting for mortgages ■ *verb* to use a property as security for a loan ○ *The house is mortgaged to the bank.* ○ *He mortgaged his house to set up in business.* □ **to foreclose on a mortgaged property** to sell a property because the owner cannot repay money which he or she has borrowed, using the property as security

'...mortgage payments account for just 20 per cent of the average first-time buyer's gross earnings against an average of 24 per cent during the past 15 years' [Times]

'...mortgage money is becoming tighter. Applications for mortgages are running at a high level and some building societies are introducing quotas' [Times]

'...for the first time since mortgage rates began falling a financial institution has raised charges on homeowner loans' [Globe and Mail (Toronto)]

mortgage arrears /'mɔːɡɪdʒ əˈrɪəz/ *plural noun* mortgage payments which are due but have not been paid

mortgage-backed securities /'mɔːɡɪdʒ bækt sɪ'kjʊərɪtɪz/ *plural noun* shares which are backed by the security of a mortgage

mortgage bank /'mɔːɡɪdʒ bæŋk/ *noun* a bank which lends money to purchasers of properties, on the security of the property

mortgage bond /'mɔːɡɪdʒ bɒnd/ *noun* a certificate showing that a mortgage exists and that property is security for it

mortgage broker /'mɔːɡɪdʒ ˌbrəʊkə/ *noun* a person who arranges mortgages, by putting a borrower in touch with a possible lender

mortgage debenture /'mɔːɡɪdʒ dɪˌbentʃə/ *noun* a debenture where the lender can be repaid by selling the company's property

mortgagee /mɔːɡə'dʒiː/ *noun* a person or company which lends money for someone to buy a property

mortgage famine /'mɔːɡɪdʒ ˌfæmɪn/ *noun* a situation where there is not enough money available to offer mortgages to house buyers

mortgage interest relief /'mɔːɡɪdʒ ˌɪntrəst rɪˌliːf/ *noun* a tax benefit which allows people to pay no tax on mortgage interest payments up to a certain level

mortgage interest relief at source /'mɔːɡɪdʒ ˌɪntrəst rɪˌliːf ət ˈsɔːs/ *noun* a scheme by which the borrower may repay interest on a mortgage less the standard rate tax which he or she would otherwise have to pay on it (i.e. he or she does not pay the full interest and then reclaim the tax). Abbreviation **MIRAS**

mortgage lender /'mɔːɡɪdʒ ˌlendə/ *noun* a financial institution such as a bank or building society that lends money to people buying property

mortgage portfolio /'mɔːɡɪdʒ ˌpɔːt-ˌfəʊliəʊ/ *noun* all the mortgages made by a bank or building society which have not been paid off

mortgager /'mɔːɡɪdʒə/, **mortgagor** *noun* a person who borrows money to buy a property

mortgage refinancing /'mɔːɡɪdʒ rɪˌfaɪnənsɪŋ/ *noun* the act of arranging to increase a mortgage on a property so as to pay for improvements to the property

mortgage REIT /'mɔːɡɪdʒ reɪt/ *noun* a trust which provides mortgages to property developers. Full form **mortgage Real Estate Investment Trust**

mortgage relief /'mɔːɡɪdʒ rɪˌliːf/ *noun* a reduction in tax on interest paid on a mortgage

most favoured nation /məʊst ˌfeɪvəd ˈneɪʃ(ə)n/ *noun* a foreign country to which the home country allows the best trade terms. Abbreviation **MFN**

most-favoured-nation clause /məʊst ˌfeɪvəd ˈneɪʃ(ə)n kləʊz/ *noun* an agreement between two countries

that each will offer the best possible terms in commercial contracts

motivation /ˌməʊtɪ'veɪʃ(ə)n/ *noun* eagerness to work well or sell large quantities of a product

mounting /'maʊntɪŋ/ *adjective* increasing ○ *He resigned in the face of mounting pressure from the shareholders.* ○ *The company is faced with mounting debts.*

mount up /ˌmaʊnt 'ʌp/ *verb* to increase rapidly ○ *Costs are mounting up.*

move /mu:v/ *verb* to propose formally that a motion be accepted by a meeting ○ *He moved that the accounts be agreed.* ○ *I move that the meeting should adjourn for ten minutes.*

movement /'mu:vmənt/ *noun* an act of changing position or going up or down ○ *movements in the money markets* ○ *cyclical movements of trade*

movement of capital /ˌmu:vmənt əv 'kæpɪt(ə)l/ *noun* same as **capital flow**

mover /'mu:və/ *noun* a person who proposes a motion

moving average /ˌmu:vɪŋ 'æv(ə)rɪdʒ/ *noun* an average of share prices on a stock market, where the calculation is made over a period which moves forward regularly

COMMENT: The commonest are 100-day or 200-day averages, or 10- or 40-week moving averages. The average is calculated as the average figure for the whole period, and moves forward one day or week at a time. These averages are often used by chartists.

MPC *abbreviation* Monetary Policy Committee

multi- /mʌlti/ *prefix* referring to many things

multicurrency /ˌmʌltɪ'kʌrənsɪ/ *adjective* in several currencies □ **multicurrency loan** a loan in several currencies

multilateral /ˌmʌltɪ'læt(ə)rəl/ *adjective* between several organisations or countries ○ *a multilateral agreement* □ **multilateral trade** trade between several countries

multilateral netting /ˌmʌltɪ'læt(ə)rəl 'netɪŋ/ *noun* a method of putting together sums from various sources into one currency (used by

groups of banks trading in several currencies at the same time)

multi-manager fund /mʌlti 'mænɪdʒə fʌnd/ *noun* a hedge fund which uses a wide portfolio of fund managers to produce a balanced exposure for relatively small investors. ♦ **hedge fund, manager**

multimillion /ˌmʌltɪ'mɪljən/ *adjective* referring to several million pounds or dollars ○ *They signed a multimillion pound deal.*

multimillionaire /ˌmʌltɪmɪljə'neə/ *noun* a person who owns property or investments worth several million pounds or dollars

multinational /ˌmʌltɪ'næʃ(ə)nəl/ *noun, adjective* (a company) which has branches or subsidiary companies in several countries ○ *The company has been bought by one of the big multinationals.* Also called **transnational**

'...the number of multinational firms has mushroomed in the past two decades. As their sweep across the global economy accelerates, multinational firms are posing pressing issues for nations rich and poor, and those in between' [Australian Financial Review]

multiple /'mʌltɪp(ə)l/ *adjective* many ■ *noun* 1. □ **share on a multiple of 5** a share with a P or E ratio of 5 (i.e. 5 is the result when dividing the current market price by the earnings per share) 2. a company with stores in several different towns

'...many independents took advantage of the bank holiday period when the big multiples were closed' [The Grocer]

'...the multiple brought the price down to £2.49 in some stores. We had not agreed to this deal and they sold out very rapidly. When they reordered we would not give it to them. This kind of activity is bad for the brand and we cannot afford it' [The Grocer]

multiple applications /ˌmʌltɪp(ə)l ,æplɪ'keɪʃ(ə)nz/ *plural noun* several applications for a new issue of shares, made by the same person, but under different names (in some share issues, people making multiple applications may be prosecuted)

multiple entry visa /ˌmʌltɪp(ə)l 'entri ,vɪ:zə/ *noun* a visa which allows a visitor to enter a country many times

multiple ownership /ˌmʌltɪp(ə)l 'əʊnəʃɪp/ *noun* a situation where something is owned by several parties jointly

multiple store /'mʌltɪp(ə)l stɔː/ *noun* one store in a chain of stores

multiplication /,mʌltɪplɪ'keɪf(ə)n/ *noun* an act of multiplying

multiplication sign /,mʌltɪplɪ-'keɪf(ə)n saɪn/ *noun* a sign (x) used to show that a number is being multiplied by another

multiplier /'mʌltɪplaɪə/ *noun* a number which multiplies another, or a factor which tends to multiply something (as the effect of new expenditure on total income and reserves)

multiply /'mʌltɪplaɪ/ *verb* **1.** to calculate the sum of various numbers added together a certain number of times ○ *If you multiply twelve by three you get thirty-six.* ○ *Square measurements are calculated by multiplying length by width.* **2.** to grow or to increase ○ *Profits multiplied in the boom years.*

muni /'mjuːni/ *noun* same as **municipal bond** (*informal*)

municipal bond /mjuː'nɪsɪp(ə)l bɒnd/ *noun* *US* a bond issued by a town or district (NOTE: The UK term is **local authority bond**.)

municipal bond fund /mjuː'nɪsɪp(ə)l bɒnd fʌnd/, **muni fund** /'mjuːni fʌnd/ *noun* *US* a fund invested in municipal bonds (NOTE: Usually called **munis**.)

Murphy's law /,mɜːfɪz 'lɔː/ *noun* a law, based on wide experience, which

says that in commercial life if something can go wrong it will go wrong, or that when you are thinking that things are going right, they will inevitably start to go wrong

mutual *adjective* /'mjuːtʃuəl/ belonging to two or more people ■ *noun* any commercial organisation owned by its members, such as a building society

mutual association /'mjuːtʃuəl ə-,səʊsɪeɪf(ə)n/ *noun* *US* a form of savings and loan association which is owned by its members

mutual company /'mjuːtʃuəl ,kʌmp(ə)ni/ *noun* same as **mutual insurance company**

mutual fund /'mjuːtʃuəl fʌnd/ *noun* an organisation which takes money from small investors and invests it in stocks and shares for them, the investment being in the form of shares in the fund (NOTE: The UK term is **unit trust**.)

mutual insurance company /,mjuːtʃuəl ɪn'fʊərəns ,kʌmp(ə)ni/ *noun* a company which belongs to insurance policy holders. Also called **mutual company**

mutual savings bank /,mjuːtʃuəl 'seɪvɪŋz bæŋk/ *noun* a savings bank which is owned by the customers who have deposits with it

MVA *abbreviation* **1.** market value added **2.** market value adjuster

N

N *abbreviation* **naira**

nailed /neɪl/ *noun* □ **to pay on the nail** to pay promptly, to pay rapidly

naira /ˈnaɪrə/ *noun* a unit of currency used in Nigeria (NOTE: no plural; naira is usually written **N** before figures: **N2,000** say 'two thousand naira')

naked /ˈneɪkɪd/ *adjective* without any hedge or without any reserves to protect a position

name /neɪm/ *noun* **1.** the word used for referring to a person, animal or thing
○ *I cannot remember the name of the managing director of Smith's Ltd.* ○ *His first name is John, but I am not sure of his other names.* □ **under the name of** using a particular name □ **trading under the name of 'Best Foods'** using the name 'Best Foods' as a commercial name, and not the name of the company **2.** a person who provides security for insurance arranged by a Lloyd's of London syndicate. ♦ **Lloyd's**

named /neɪmd/ *adjective* □ **the person named in the policy** the person whose name is given on an insurance policy as the person insured

narrow market /ˈnærəʊ ˈmɑːkɪt/ *noun* a market in a share where very few shares are available for sale, and where the price can vary sharply

NASDAQ /ˈnæzdæk/ *abbreviation* a system which provides quotations via computer for the US electronic trading market, mainly in high tech stocks, and also for some large corporations listed on the NYSE, and publishes an index of stock price movements. Full form **National Association of Securities Dealers Automated Quotations system** (NOTE: The UK term is **SEAQ.**)

nation /ˈneɪʃ(ə)n/ *noun* a country and the people living in it

national /ˈnæʃ(ə)nəl/ *adjective* referring to the whole of a particular country

National Association of Securities Dealers Automated Quotations system *noun* full form of **NASDAQ**

national bank /ˈnæʃ(ə)nəl ˈbæŋk/ *noun* **US** a bank which is chartered by the federal government and is part of the Federal Reserve system (as opposed to a 'state bank')

national central bank /ˈnæʃ(ə)nəl ˌsentrəl ˈbæŋk/ *noun* one of central banks of the countries which form the eurozone, under the overall European Central Bank. Abbreviation **NCB**

national currency /ˈnæʃ(ə)nəl ˈkʌrənsi/ *noun* the official currency of a country, which is legal tender in that country

National Debt /ˈnæʃ(ə)nəl ˈdet/ *noun* money borrowed by a government

national income /ˈnæʃ(ə)nəl ˈɪnkʌm/ *noun* the value of income from the sales of goods and services in a country

National Insurance contribution /ˈnæʃ(ə)nəl ɪnˈʃʊərəns kɒntrɪˌbjʊːʃ(ə)n/ *noun* a proportion of income paid each month by an employee and the employee's company to the National Insurance scheme which helps to fund sickness and unemployment benefit and state pensions. Abbreviation **NIC**

nationalisation /ˈnæʃ(ə)nəlaɪˌzeɪʃ(ə)n/, **nationalization** *noun* the taking over of private industry by the state

nationalise /ˈnæʃ(ə)nəlaɪz/, **nationalize** *verb* to put a privately-owned industry under state ownership and control ○ *The government is planning to nationalise the banking system.*

nationalised industry /ˌnæʃ(ə)nəˌlaɪzd 'ɪndəstri/ *noun* an industry which was privately owned, but is now owned by the state

nationality /ˌnæʃə'nælɪti/ *noun* the state of being a citizen of a particular country □ **he is of British nationality** he is a British citizen

nationality declaration /ˌnæʃə'nælətiˌdekləreɪʃ(ə)n/ *noun* a declaration on some share application forms that the applicant is of a certain nationality

National Lottery /ˌnæʃ(ə)nəl 'lɒtəri/ *noun* a British lottery which takes place twice a week

national press /ˌnæʃ(ə)nəl 'pres/ *noun* newspapers which sell in all parts of the country ○ *The new car has been advertised in the national press.*

National Savings & Investments /ˌnæʃ(ə)nəl ˌseɪvɪnz ənd ɪnˈvestmənts/ *noun* part of the Exchequer, a savings scheme for small investors including savings certificates and premium bonds. Abbreviation **NS&I**

National Savings certificates /ˌnæʃ(ə)nəl ˌseɪvɪnz səˌtɪfɪkəts/ *plural noun* certificates showing that someone has invested in National Savings (the NS&I issues certificates with stated interest rates and stated maturity dates, usually five or ten years)

NAV *abbreviation* net asset value

NB *abbreviation* from a Latin phrase meaning 'note (this) well', i.e. pay attention to this. Full form **Nota bene**

NCB *abbreviation* national central bank

NDIP *abbreviation* non-deposit investment product

near-liquid asset /nɪə ˌlɪkwɪd 'æset/, **near money** /nɪə 'mʌni/ *noun* an asset which can easily be converted to cash

negative /ˈnegətɪv/ *adjective* meaning 'no' □ **the answer was in the negative** the answer was 'no'

negative carry /ˌnegətɪv 'kæri/ *noun* a deal where the cost of finance is more than the return on the capital used

negative cash flow /ˌnegətɪv 'kæʃ fləʊ/ *noun* a situation where more money is going out of a company than is coming in

negative equity /ˌnegətɪv 'ekwɪti/ *noun* a situation where a house bought with a mortgage becomes less valuable than the money borrowed to buy it (because of falling house prices)

negative yield curve /ˌnegətɪv 'jɪld kɜːv/ *noun* a situation where the yield on a long-term investment is less than that on a short-term investment

neglected /nɪ'glektɪd/ *adjective* not well looked after □ **neglected shares** shares which are not bought or sold often ○ *Bank shares have been a neglected sector of the market this week.*

neglected business /nɪ'glektɪd 'bɪznɪs/ *noun* a company which has not been actively run by its owners and could therefore do better

negligence /ˈneglɪdʒəns/ *noun* 1. a lack of proper care or failure to carry out a duty (with the result that a person or property is harmed) 2. the act of not doing a job properly when one is capable of doing it

negligible /ˈneglɪdʒɪb(ə)l/ *adjective* very small □ **shares of negligible value** shares which are considered by the income tax to have no value, because the company has ceased to exist. (Companies in receivership are not of negligible value, though they may end up in that category.)

negotiable /nɪ'gəʊʃiəb(ə)l/ *adjective* 1. which can be transferred from one person to another or exchanged for cash □ **not negotiable** which cannot be exchanged for cash □ **'not negotiable'** words written on a cheque to show that it can be paid only to a specific person □ **negotiable cheque** a cheque made payable to bearer, i.e. to anyone who holds it 2. which can be discussed so that an agreement is reached ○ *The employer's offer was not negotiable, so when it was turned down a strike seemed inevitable.* ○ *All parts of the offer are negotiable, with the exception of the new manning levels.* ○ *The salary for the job is negotiable.*

'...initial salary is negotiable around \$45,000 per annum' [Australian Financial Review]

negotiable certificate of deposit /nɪ'gəʊʃiəb(ə)l səˌtɪfɪkət əv dɪ'pɒzɪt/, **negotiable CD** /nɪ'gəʊʃiəb(ə)l ˌsiː'diː/ *noun* a receipt issued by a bank for a large sum deposited with the bank, which acts as an interest-bearing deposit

negotiable instrument /nɪˌɡəʊʃiəb(ə)l 'ɪnstrəmənt/ *noun* a document which can be exchanged for cash, e.g. a bill of exchange or a cheque

negotiable order of withdrawal /nɪˌɡəʊʃiəb(ə)l ˌɔːdə əv wɪð'drɔːəl/ *adjective* a cheque written on a NOW account

negotiable order of withdrawal account /nɪˌɡəʊʃiəb(ə)l ˌɔːdə əv wɪð'drɔːəl əˌkaʊnt/ *noun* US full form of **NOW account**

negotiable paper /nɪˌɡəʊʃiəb(ə)l 'peɪpə/ *noun* a document which can be transferred from one owner to another for cash

negotiate /nɪˌɡəʊʃiə/ *verb* □ **to negotiate with someone** to discuss a problem or issue formally with someone, so as to reach an agreement ○ *The management refused to negotiate with the union.* □ **to negotiate terms and conditions or a contract** to discuss and agree the terms of a contract □ **he negotiated a £250,000 loan with the bank** he came to an agreement with the bank for a loan of £250,000

'...many of the large travel agency chains are able to negotiate even greater discounts' [*Duns Business Month*]

negotiated commission /nɪˌɡəʊʃiəɪtɪd kə'mɪʃ(ə)n/ *noun* a commission agreed with an advertising agency before work starts, and which may be different from standard commissions

negotiation /nɪˌɡəʊʃi'eɪʃ(ə)n/ *noun* the discussion of terms and conditions in order to reach an agreement □ **contract under negotiation** a contract which is being discussed □ **a matter for negotiation** something which must be discussed before a decision is reached □ **to enter into or to start negotiations** to start discussing a problem □ **to resume negotiations** to start discussing a problem again, after talks have stopped for a time □ **to break off negotiations** to stop discussing a problem □ **to conduct negotiations** to negotiate □ **negotiations broke down after six hours** discussions stopped because no agreement was possible

'...after three days of tough negotiations, the company reached agreement with its 1,200 unionized workers' [*Toronto Star*]

negotiator /nɪˌɡəʊʃiəɪtə/ *noun* **1.** a person who discusses a problem with the aim of achieving agreement between different people or groups of people □ **experienced union negotiator** a member of a union who has a lot of experience of discussing terms of employment with management **2.** a person who works in an estate agency

nest egg /'nest eg/ *noun* money which someone has saved over a period of time (usually kept in an interest-bearing account, and intended for use after retirement)

net /net/ *adjective* **1.** referring to a price, weight, pay, etc., after all deductions have been made **2.** □ **terms strictly net** payment has to be the full price, with no discount allowed ■ *verb* to make a true profit ○ *to net a profit of £10,000* (NOTE: **netting – netted**) □ **to net out** to balance debits and credits to give a net result

'...out of its earnings a company will pay a dividend. When shareholders receive this it will be net, that is it will have had tax deducted at 30 per cent' [*Investors Chronicle*]

net asset value per share /net ˌæset ˌvæljuː pə 'ʃeə/ *noun* the value of a company calculated by dividing the shareholders' funds by the number of shares issued

net borrowings /net 'bɒrəʊɪŋz/ *plural noun* a company's borrowings, less any cash the company is holding in its bank accounts

net cash flow /net 'kæʃ fləʊ/ *noun* the difference between the money coming in and the money going out

net change on the day /net ˌtʃeɪndʒ ɒn ðə 'deɪ/ *adjective* the difference between the opening price of a share at the beginning of a day's trading and the closing price at the end

net current assets /net ˌkʌrənt ˌæsets/ *plural noun* the current assets of a company (cash and stocks) less any liabilities. Also called **net working capital**

net dividend per share /net ˌdɪvɪdənd pə 'ʃeə/ *noun* the dividend per share after deduction of personal income tax

net earnings /net ˌɜːnɪŋz/ *plural noun* the total earnings of a business after tax and other deductions

net income /net 'ɪnkʌm/ *noun* a person's income which is left after taking away tax and other deductions

net interest margin /net 'ɪntrəst ,mɑ:dʒɪn/ *noun* the difference between what a bank receives in interest on loans and what it pays out in interest on deposits

net loss /net 'lɒs/ *noun* an actual loss, after deducting overheads

net margin /net 'mɑ:dʒɪn/ *noun* the percentage difference between received price and all costs, including overheads

net price /net 'praɪs/ *noun* the price of goods or services which cannot be reduced by a discount

net profit /net 'prɒfɪt/ *noun* the amount by which income from sales is larger than all expenditure. Also called **profit after tax**

net receipts /net rɪ'sɪpts/ *plural noun* receipts after deducting commission, tax, discounts, etc.

net return /net rɪ'tʃɜ:n/ *noun* a return on an investment after tax has been paid

net salary /net 'sæləri/ *noun* the salary which is left after deducting tax and National Insurance contributions

net sales /net 'seɪlz/ *plural noun* the total amount of sales less damaged or returned items and discounts to retailers

net weight /net 'weɪt/ *noun* the weight of goods after deducting the packing material and container

net working capital /net ,wɜ:kɪŋ 'kæpɪt(ə)l/ *noun* same as **net current assets**

net worth /net 'wɜ:θ/ *noun* the value of all the property of a person or company after taking away what the person or company owes ○ *The upmarket product is targeted at individuals of high net worth.*

net yield /net 'jɪld/ *noun* the profit from investments after deduction of tax

neurolinguistic programming /,njʊərəlɪŋgwɪstɪk 'prəʊgræmɪŋ/ *noun* a theory of behaviour and communication based on how people avoid change and how to help them to change. Abbreviation **NLP**

new /nju:/ *adjective* recent or not old □ **under new management** with a new owner

new issue /nju: 'ɪʃu:/ *noun* an issue of new shares to raise finance for a company

new issue market /nju: 'ɪʃu: ,mɑ:kɪt/ *noun* a market where companies can raise finance by issuing new shares, or by a flotation

new issue sale /nju: 'ɪʃu: seɪl/ *noun* a sale of a new issue of shares

new issues department /nju: 'ɪʃu:z dɪ,pɑ:t'mɛnt/ *noun* the section of a bank which deals with issues of new shares

new money /nju: 'mʌni/ *noun* finance provided by a new issue of shares or by the transfer of money from one account to another

news agency /'nju:z ,eɪdʒənsi/ *noun* an office which distributes news to newspapers and television stations

new time /'nju: taɪm/ *noun* the next account on a Stock Exchange (where sales in the last few days of the previous account are credited to the following account)

New York Cotton Exchange /,nju: jɔ:k 'kɒtən ɪks,tʃeɪndʒ/ *noun* a commodity exchange, based in New York, dealing in cotton and other commodities, and also in financial futures through the NYFE. Abbreviation **NYCE**

New York Futures Exchange /,nju: jɔ:k 'fju:tʃəz ɪks,tʃeɪndʒ/ *noun* a financial futures and options exchange, based in New York, part of the NYCE. Abbreviation **NYFE**

New York Stock Exchange /,nju: jɔ:k 'stɒk ɪks,tʃeɪndʒ/ *noun* the main US stock exchange, situated on Wall Street in New York. Abbreviation **NYSE**. Also called **Big Board**

ngultrum /əŋ'gʊltrəm/ *noun* a unit of currency used in Bhutan

NIC *abbreviation* National Insurance contributions

niche /ni:f/ *noun* a special place in a market, occupied by one company (a 'niche company') ○ *They seem to have discovered a niche in the market.*

niche bank /'ni:f bæŋk/ *noun* a specialised bank which deals only with certain types of customers or services

niche company /'ni:f 'kʌmp(ə)ni/ *noun* company specialising in a particu-

lar type of product or service, which occupies a market niche

nickel /'nɪk(ə)l/ *noun* **1.** a valuable metal traded on commodity exchanges, such as the London Metal Exchange **2.** US a five cent coin

NIF *abbreviation* note issuance facility

night /naɪt/ *noun* a period of time from evening to morning

night rate /'naɪt reɪt/ *noun* a cheap rate for telephone calls at night

night safe /'naɪt seɪf/ *noun* a safe in the outside wall of a bank, where money and documents can be deposited at night, using a special door

Nikkei Average /nɪ'keɪ ,æv(ə)rɪdʒ/ an index of prices on the Tokyo Stock Exchange, based on about 200 leading shares

nil /nɪl/ *noun* zero or nothing ○ *The advertising budget has been cut to nil.*

nil paid shares /,nɪl peɪd 'ʃeəz/ *plural noun* new shares which have not yet been paid for

nil return /nɪl rɪ'tʃɜːn/ *noun* a report showing no sales, income, tax, etc.

NLP *abbreviation* neurolinguistic programming

No., No *abbreviation* number

no-claims bonus /nəʊ 'kleɪmz ,bəʊnəs/ *noun* a lower premium paid because no claims have been made against the insurance policy

no-load fund /nəʊ 'ləʊd fʌnd/ *noun* a fund sold directly by the fund company, with low management charges and no commission to a broker

nominal /'nɒmɪn(ə)l/ *adjective* (of a payment) very small ○ *They are paying a nominal rent.* ○ *The employment agency makes a nominal charge for its services.*

nominal capital /,nɒmɪn(ə)l 'kæpɪt(ə)l/ *noun* the total of the face value of all the shares which a company is authorised to issue

nominal interest rate /,nɒmɪn(ə)l 'ɪntrəst reɪt/ *noun* an interest rate expressed as a percentage of the face value of a bond, not on its market value

nominal ledger /,nɒmɪn(ə)l 'ledʒə/ *noun* a book which records a company's transactions in the various accounts

nominal value /,nɒmɪn(ə)l 'væljuː/ *noun* same as **face value**

nominate /'nɒmɪneɪt/ *verb* to suggest someone for a job □ **to nominate someone to a post** to appoint someone to a post without an election □ **to nominate someone as proxy** to name someone as your proxy

nomination /,nɒmɪ'neɪʃ(ə)n/ *noun* the act of nominating someone for a position

nominee /,nɒmɪ'niː/ *noun* a person who is nominated, especially someone who is appointed to deal with financial matters on your behalf

nominee account /,nɒmɪ'niː ə-,kaʊnt/ *noun* an account held on behalf of someone

COMMENT: Shares can be purchased and held in nominee accounts so that the identity of the owner of the shares cannot be discovered easily.

non- /nɒn/ *prefix* not

non-acceptance /,nɒn ək'septəns/ *noun* a situation in which the person who is to pay a bill of exchange does not accept it

non-bank /'nɒn bæŋk/ *noun* a financial institution which is not a commercial bank according to the official definition (so an institution which only makes loans, and does not take deposits does not fall within the official definition of a bank and is not subject to the same regulations)

noncash items /,nɒn kæʃ 'aɪtəmz/ *plural noun* cheques, drafts and similar items which are not in the form of cash

noncompete agreement /,nɒnkəm'pɪt ə,griːmənt/ *noun* US a type of contract of employment by which an employee guarantees that he will not work for a competing firm after leaving his or her job

nondeductible /,nɒndɪ'dʌktɪb(ə)l/ *adjective* which cannot be deducted from income tax

non-delivery /nɒn dɪ'lɪv(ə)rɪ/ *noun* the failure to deliver goods that have been ordered

non-deposit investment product /nɒndɪ,pɒzɪt ɪn'vestmənt ,prɒdʌkt/ *noun* US any investment, such as securities or mutual funds, which is not insured by the FDIC. Abbreviation **NDIP**

non-durables /nɒn 'dʒʊərəb(ə)lz/,
non-durable goods /nɒn 'dʒʊərəb(ə)l
 gudz/ *plural noun* goods which are used
 up soon after they have been bought,
 e.g. food or newspapers

non-exec /,nɒnɪg'zek/ *noun* same as
non-executive director

non-executive director /nɒn ɪg-
 zekjʊtɪv daɪ'rektə/ *noun* a director
 who attends board meetings and gives
 advice, but does not work full-time for
 the company. Also called **outside**
director

COMMENT: Non-executive directors keep
 an eye on the way the company is run,
 and in particular make sure that the execu-
 tive directors are doing their work prop-
 erly. They may also intervene in disputes
 between directors, or between sharehold-
 ers and directors.

non-feasance /nɒn'fi:z(ə)ns/ *noun*
 failure to do something which should be
 done by law

non-interest /nɒn'ɪntrəst/ *noun* a
 bank's income from fees and charges, as
 opposed to income from interest

non-legal /nɒn'li:g(ə)l/ *adjective* not
 legal

non-legal investment /nɒn,li:g(ə)l
 ɪn'vestmənt/ *noun* US an investment
 which is not on the legal list, and which
 a bank cannot invest in

nonmember bank /nɒn'membə
 bæŋk/ *noun* US a bank which is not a
 member of the Federal Reserve System

non-negotiable instrument /nɒn
 nɪ,gəʊfəb(ə)l 'ɪnstrʉmənt/ *noun* a
 document which cannot be exchanged
 for cash, e.g. a crossed cheque

non-payment /nɒn 'peɪmənt/ *noun*
 □ **non-payment of a debt** the act of not
 paying a debt that is due

non-performing loan /nɒn pɜ:-
 ,fɔ:miŋ 'ləʊn/ *noun* US a loan where
 the borrower is not likely to pay any in-
 terest nor to repay the principal (as in
 the case of loans to Third World coun-
 tries by western banks)

non-profit-making organisation
 /'nɒn'prɒfɪt'meɪkɪŋ ɔ:gə'nai'zeɪʃən/
non-profit organisation /nɒn 'prɒfɪt
 ɔ:gə'nai,zeɪʃ(ə)n/ *noun* an organisation
 (such as a club) which is not al-
 lowed by law to make a profit ○
Non-profit-making organisations are

exempted from tax. (NOTE: Non-profit
 organisations include charities, profes-
 sional associations, trade unions, and
 religious, arts, community, research,
 and campaigning bodies. The US term
 is **non-profit corporation**.)

non-recurring items /nɒn rɪ,kɜ:ɪŋ
 'aɪtəmz/ *plural noun* special items in a
 set of accounts which appear only once

non-refundable /nɒn rɪ'fʌndəb(ə)l/
adjective which will not be refunded ○
You will be asked to make a
non-refundable deposit.

nonregulated /nɒn'regjʉlətɪd/ *ad-*
jective which is not subject to govern-
 ment regulations ○ *a nonregulated*
subsidiary that builds and manages en-
ergy projects for industrial customers ○
The banking industry was totally
nonregulated in the nineteenth century.

non-resident /nɒn 'rezɪdənt/; /nɒn
 'rezɪd(ə)nt/ *noun, adjective* (a person)
 who is not considered a resident of a
 country for tax purposes ○ *He has a*
non-resident bank account.

non-statutory /nɒn 'stætʃʉt(ə)rɪ/
adjective not covered by legislation

non-sufficient funds /nɒn sə-
 ,fɪʃənt 'fʌndz/ *noun* US not enough
 money in a bank account to pay a
 cheque drawn on that account. Abbrevi-
 ation **NSF**. Also called **insufficient**
funds, not sufficient funds

non-taxable /nɒn 'tæksəb(ə)l/ *ad-*
jective which is not subject to tax ○
non-taxable income ○ *Lottery prizes are*
non-taxable.

non-voting shares /nɒn 'vəʊtɪŋ
 ʃeəz/ *plural noun* shares which do not
 allow the shareholder to vote at meet-
 ings (also called 'A' shares)

normal working week /,nɔ:m(ə)l
 'wɜ:kɪŋ wi:k/ *noun* the usual number
 of hours worked per week ○ *Even*
though she is a freelance, she works a
normal working week.

nostro account /'nɒstrəʊ ə,kʌʊnt/
noun an account which a bank has with
 a correspondent bank in another coun-
 try. ♦ **vostro account**

notary public /,nəʊtəri 'pʌblɪk/
noun a lawyer who has the authority to
 witness documents and spoken state-
 ments, making them official (NOTE: The
 plural is **notaries public**.)

note /nəʊt/ *noun* **1.** a short document or piece of writing, or a short piece of information ○ *to send someone a note* ○ *I left a note on her desk.* □ **notes to the accounts** notes attached to a company's accounts by the auditors to explain items in the accounts or to explain the principles of accounting used **2.** same as **banknote** ■ *verb* to notice an advertisement in a publication but not necessarily read or understand it

note issuance facility /nəʊt 'ɪʃuəns fə,sɪlɪti/ *noun* a credit facility where a company obtains a loan underwritten by banks and can issue a series of short-term eurocurrency notes to replace others which have expired. Abbreviation **NIF**

note of hand /nəʊt əv 'hænd/ *noun* a document stating that someone promises to pay an amount of money on a certain date

notice /'nəʊtɪs/ *noun* **1.** a piece of written information ○ *The company secretary pinned up a notice about the pension scheme.* **2.** an official warning that a contract is going to end or that terms are going to be changed □ **until further notice** until different instructions are given ○ *You must pay £200 on the 30th of each month until further notice.* **3.** the time allowed before something takes place ○ *We require three months' notice* □ **at short notice** with very little warning ○ *The bank manager will not see anyone at short notice.* □ **you must give seven days' notice of withdrawal** you must ask to take money out of the account seven days before you want it

notional /'nəʊf(ə)n(ə)l/ *adjective* probable but not known exactly or not quantifiable

notional income /,nəʊf(ə)n(ə)l 'ɪnkʌm/ *noun* an invisible benefit which is not money or goods and services

notional rent /'nəʊf(ə)n(ə)l rent/ *noun* a sum put into accounts as rent where the company owns the building it is occupying and so does not pay an actual rent

not sufficient funds /,nɒt sə-,fɪf(ə)nt 'fʌndz/ *noun* *US* same as **non-sufficient funds.** abbreviation **NSF**

nought /nɔ:t/ *noun* the figure 0 ○ *A million pounds can be written as '£1m' or as one and six noughts.* (NOTE: **Nought** is commoner in UK English; in US English, **zero** is more usual.)

novation /nəʊ'veɪf(ə)n/ *noun* an agreement to change a contract by substituting a third party for one of the two original parties

NOW account /'naʊ ə,kəʊnt/ *noun* *US* an interest-bearing account with a bank or savings and loan association, on which cheques (called 'negotiable orders of withdrawal') can be drawn. Full form **negotiable order of withdrawal account**

NS&I *abbreviation* National Savings & Investments

NSF *abbreviation* not sufficient funds or non-sufficient funds

null /nʌl/ *adjective* which cannot legally be enforced □ **the contract was declared null and void** the contract was said to be not valid

number /'nʌmbə/ *noun* **1.** a quantity of things or people ○ *The number of persons on the payroll has increased over the last year.* ○ *The number of days lost through strikes has fallen.* **2.** a printed or written figure that identifies a particular thing ○ *Please write your account number on the back of the cheque.* ○ *If you have a complaint to make, always quote the batch number.* ○ *He noted the cheque number in the ledger.* **3.** an amount in figures ■ *verb* to put a figure on a document ○ *to number an order* ○ *I refer to your invoice numbered 1234.*

number cruncher /'nʌmbə ,krʌntʃə/ *noun* a person who makes calculations involving large figures (*informal*)

numbered account /,nʌmbəd ə-'kaʊnt/ *noun* a bank account (usually in Switzerland) which is referred to only by a number, the name of the person holding it being kept secret

numeric /nju:'merɪk/, **numerical** /nju:'merɪk(ə)l/ *adjective* referring to numbers

numerical order /nju:'merɪk(ə)l 'ɔ:də/ *noun* an arrangement by numbers ○ *Put these invoices in numerical order.* □ **in numerical order** in the order of

figures, e.g. 1 before 2, 33 before 34 ○
Put these invoices in numerical order.

numeric data /nju:,merɪk 'deɪtə/
noun data in the form of figures

numeric keypad /nju:,merɪk
'ki:pæd/ *noun* the part of a computer
keyboard which is a programmable set
of numbered keys

NV *abbreviation* a Dutch private limited company. Full form **naamloze vennootschap**

NYSE *abbreviation* New York Cotton Exchange

NYFE *abbreviation* New York Futures Exchange

NYSE *abbreviation* New York Stock Exchange

O

OAC *abbreviation* on approved credit

O & M *abbreviation* organisation and methods

objective /əb'dʒektɪv/ *noun* something which you hope to achieve ○ *The company has achieved its objectives.* ○ *We set the sales forces specific objectives.* ○ *Our recruitment objectives are to have well-qualified and well-placed staff.* ▢ **long-term or short-term objective** an aim which you hope to achieve within a few years or a few months ▀ **adjective** considered from a general point of view rather than from that of the person involved ○ *You must be objective in assessing the performance of the staff.* ○ *They have been asked to carry out an objective survey of the market.* (NOTE: The opposite is **subjective**.)

obligate /'ɒblɪgeɪt/ *verb* ▢ **to be obligated to do something** to have a legal duty to do something

obligation /'ɒblɪ'geɪʃ(ə)n/ *noun* **1.** a duty to do something ○ *There is no obligation to help out in another department* ○ *There is no obligation to buy.* ▢ **two weeks' free trial without obligation** the customer can try the item at home for two weeks without having to buy it at the end of the test ▢ **to be under an obligation to do something** to feel it is your duty to do something ▢ **he is under no contractual obligation to buy** he has signed no contract which forces him to buy ▢ **to fulfil your contractual obligations** to do what is stated in a contract **2.** a debt ▢ **to meet your obligations** to pay your debts

o.b.o. *abbreviation* or best offer

occupational /'ɒkjʊ'peɪʃ(ə)nəl/ *adjective* referring to a job

occupational accident /'ɒkjʊpeɪʃ(ə)nəl 'æksɪd(ə)nt/ *noun* an accident which takes place at work

occupational pension /'ɒkjʊpeɪʃ(ə)nəl 'penʃən/ *noun* a pension which is paid by the company by which a worker has been employed

occupational pension scheme /'ɒkjʊpeɪʃ(ə)nəl 'penʃən ski:m/ *noun* a pension scheme where the worker gets a pension from a fund set up by the company he or she has worked for, which is related to the salary he or she was earning. Also called **company pension scheme**

occupier /'ɒkjʊəriə/ *noun* a person who lives in a property

odd /ɒd/ *adjective* ▢ **a hundred odd** approximately one hundred ▢ **keep the odd change** keep the small change which is left over

odd lot /ɒd 'lɒt/ *noun* **1.** a group of miscellaneous items for sale at an auction **2.** a group of miscellaneous items, such as a small block of shares

oddments /'ɒdmənts/ *plural noun* left-over pieces of large items, sold separately

OECD *abbreviation* Organisation for Economic Co-operation and Development

'...calling for a greater correlation between labour market policies, social policies and education and training, the OECD warned that long-term unemployment would remain unacceptably high without a reassessment of labour market trends' [*Australian Financial Review*]

Oeic *abbreviation* open-ended investment company

OFEX *noun* private trading facilities for buying and selling shares in companies which are not quoted on the London Stock Exchange

off /ɒf/ *adverb* **1.** taken away from a price ○ *We give 5% off for quick settlement.* **2.** lower than a previous price ○ *The shares closed 2% off.* ▀ **preposition**

1. subtracted from ○ *to take £25 off the price* ○ *We give 10% off our normal prices.* 2. not included □ **items off balance sheet or off balance sheet assets** financial items which do not appear in a company's balance sheet as assets (such as equipment acquired under an operating lease)

'...its stock closed Monday at \$21.875 a share in NYSE composite trading, off 56% from its high last July' [Wall Street Journal]

off-balance-sheet financing /ɒfˌbælənsʃɪtˈfɑːnænsɪŋ/ *noun* financing by leasing equipment instead of buying it, so that it does not appear in the balance sheet as an asset

offer /'ɒfə/ *noun* 1. a statement that you are willing to give or do something, especially to pay a specific amount of money to buy something ○ *to make an offer for a company* ○ *We made an offer of £10 a share.* ○ *We made a written offer for the house.* ○ *£1,000 is the best offer I can make.* ○ *We accepted an offer of £1,000 for the car.* □ **the house is under offer** someone has made an offer to buy the house and the offer has been accepted provisionally □ **we are open to offers** we are ready to discuss the price which we are asking □ **or near offer, US, or best offer** or an offer of a price which is slightly less than the price asked ○ *The car is for sale at £2,000 or near offer.* 2. a statement that you are willing to sell something □ **on offer** for sale or available 3. a statement that you are willing to employ someone □ **she received six offers of jobs or six job offers** six companies told her she could have a job with them 4. a statement that a company is prepared to buy another company's shares and take the company over ■ **verb** 1. to say that you are willing to do something ○ *We offered to go with them to the meeting.* □ **to offer someone a job** to tell someone that they can have a job in your company ○ *She was offered a directorship with Smith Ltd.* 2. to say that you are willing to pay a specific amount of money for something ○ *to offer someone £100,000 for their house* ○ *She offered £10 a share.* 3. to say that you are willing to sell something ○ *We offered the house for sale.* ○ *They are offering special prices on winter holidays in the USA.*

offer document /'ɒfəˌdɒkjʊmənt/ *noun* a formal document where a com-

pany offers to buy shares at a certain price as part of a takeover bid

offered market /ˌɒfədˈmɑːkɪt/ *noun* a market where there are more sellers than buyers

offered price /ˌɒfədˈpraɪs/ *noun* a price at which shares are offered for sale by a marketmaker on the Stock Exchange (the opposite, i.e. the price at which an investor sells shares, is the 'bid price'; the difference between the two is the 'spread')

offered rate /ˌɒfəd'reɪt/ *noun* a rate of interest at which banks are prepared to lend each other money

offer for sale /ˌɒfəfə'seɪl/ *noun* a situation where a company advertises new shares for sale to the public as a way of launching itself on the Stock Exchange (NOTE: The other ways of launching a company are a 'tender' or a 'placing'.)

offer for subscription /ˌɒfəfə'səb-'skrɪpʃ(ə)n/ *noun* a similar to an offer for sale, except there is a minimum level of subscription for the shares, and if this is not reached the offer is withdrawn

offering /'ɒf(ə)rɪŋ/ *noun* an action of stating that you are prepared to sell something at a certain price

'...shares of newly public companies posted their worst performance of the year last month as a spate of initial public offerings disappointed followers' [Wall Street Journal]

'...if the partnership supports a sale, a public offering of shares would be set for as early as the fourth quarter' [Wall Street Journal]

offering circular /'ɒf(ə)rɪŋˌsɜːkjʊlə/ *noun* a document which gives information about a company whose shares are being sold to the public for the first time

offer period /'ɒfəˌpɪəriəd/ *noun* a time during which a takeover bid for a company is open

offer price /'ɒfəpraɪs/ *noun* the price at which investors buy new shares or units in a unit trust (the opposite, i.e. the selling price, is called the 'bid price'; the difference between the two is the 'spread')

office /'ɒfɪs/ *noun* 1. a set of rooms where a company works or where business is done □ **for office use only** something which must only be used in an office 2. a room where someone works

and does business ○ *Come into my office.* ○ *The human resources manager's office is on the third floor.* **3.** a government department **4.** a post or position ○ *She holds or performs the office of treasurer* □ **compensation for loss of office** payment to a director who is asked to leave a company before his contract ends

office hours /'ɒfɪs aʊəz/ *plural noun* the time when an office is open ○ *Do not make private phone calls during office hours.*

Office of Fair Trading /'ɒfɪs əv feə 'treɪdɪŋ/ *noun* a government department which protects consumers against unfair or illegal business. Abbreviation **OFT**

Office of Management and Budget /'ɒfɪs əv 'mænɪdʒmənt ən 'bʌdʒɪt/ *noun US* a government department which prepares the US federal budget. Abbreviation **OMB**

Office of Thrift Supervision /'ɒfɪs əv 'θrɪft su:pə'vɪz(ə)n/ *noun* a US government department which regulates the Savings and Loan Associations

officer /'ɒfɪsə/ *noun* a person who has an official position, especially an unpaid one in a club or other association ○ *The election of officers takes place next week.*

office staff /'ɒfɪs stɑ:f/ *noun* people who work in offices

official /ə'fɪʃ(ə)l/ *adjective* from a government department or organisation ○ *She went to France on official business.* ○ *He left official documents in his car.* ○ *She received an official letter of explanation.* □ **speaking in an official capacity** speaking officially □ **to go through official channels** to deal with officials, especially when making a request ■ *noun* a person working in a government department ○ *airport officials inspected the shipment* ○ *Government officials stopped the import licence.* □ **minor official** a person in a low position in a government department ○ *Some minor official tried to stop my request for building permission.*

officialese /ə'fɪʃə'li:z/ *noun* the language used in government documents which can be difficult to understand

official exchange rate /ə'fɪʃ(ə)l ɪks'tʃeɪndʒ reɪt/ *noun* an exchange

rate which is imposed by the government ○ *The official exchange rate is ten to the dollar, but you can get fifty on the black market.*

official intervention /ə'fɪʃ(ə)l ,ɪntə'veɪʃ(ə)n/ *noun* an attempt by a government to influence the exchange rate by buying or selling foreign currency

Official List /ə'fɪʃ(ə)l 'lɪst/ *noun* a daily publication by the London Stock Exchange of the highest and lowest prices recorded for each share during the trading session

official market /ə'fɪʃ(ə)l 'mɑ:kɪt/ *noun* the market in shares on the London Stock Exchange (as opposed to the grey market)

official receiver /ə'fɪʃ(ə)l rɪ'si:və/ *noun* a government official who is appointed to run a company which is in financial difficulties, to pay off its debts as far as possible and to close it down ○ *The company is in the hands of the official receiver.*

official return /ə'fɪʃ(ə)l rɪ'tɜ:n/ *noun* an official report

officio /ə'fɪʃɪəʊ/ **ex officio**

offload /ɒf'ləʊd/ *verb* to pass something which you do not want to someone else □ **to offload excess stock** to try to sell excess stock □ **to offload costs onto a subsidiary company** to try to get a subsidiary company to pay some charges so as to reduce tax

offre publique d'achat *noun* the French word for takeover bid. Abbreviation **OPA**

offset /ɒf'set/ *verb* to balance one thing against another so that they cancel each other out ○ *to offset losses against tax* ○ *Foreign exchange losses more than offset profits in the domestic market.* (NOTE: **offsetting** – **offset**)

offshore /'ɒfʃɔ:/ *adjective, adverb* **1.** on an island or in the sea near to land ○ *an offshore oil field* ○ *an offshore oil platform* **2.** on an island which is a tax haven **3.** based outside a country (especially in a tax haven)

offshore account /'ɒfʃɔ: ə'kaʊnt/ *noun* an account in a tax haven

offshore banking /'ɒfʃɔ: 'bæŋkɪŋ/ *noun* banking in a tax haven

offshore fund /ɒf ʃaʊ: 'fʌnd/ *noun* a fund which is based outside the UK, and usually in a country which has less strict taxation than in the UK, such as the Bahamas

offshore investments /ɒfʃaʊ: in-'vestmənts/ *plural noun* investments which are sold and run by companies licensed in an offshore tax haven, such as Jersey, Guernsey or the Isle of Man

off-the-job training /ɒf ðə dʒɒb 'treɪnɪŋ/ *noun* training given to employees away from their place of work (such as at a college or school)

off-the-shelf company /ɒf ðə ʃelf 'kʌmp(ə)ni/ *noun* a company which has already been registered by an accountant or lawyer, and which is ready for sale to someone who wants to set up a new company quickly

OFT *abbreviation* Office of Fair Trading

oil-exporting country /'ɔɪl ɪk-'spɔ:ʃɪŋ 'kʌntri/ *noun* a country which produces oil and sells it to others

oil-importing country /'ɔɪlɪm-'pɔ:ʃɪŋ 'kʌntri/ *noun* a country which imports oil

oil-producing country /'ɔɪl prə-'dju:ʃɪŋ 'kʌntri/ *noun* a country which produces oil

oil shares /'ɔɪl ʃeəz/, **oils** /ɔɪlz/ *plural noun* shares in companies engaged in extracting or selling oil and petrol

Old Lady of Threadneedle Street /əʊld 'leɪdi əv θred'ni:d(ə)l stri:t/ *noun* the Bank of England (*informal*)

oligopoly /ɒlɪ'gɒpəli/ *noun* a situation where only a few sellers control the market ○ *An oligopoly means that prices can be kept high.*

OMB *abbreviation* Office of Management and Budget

ombudsman /'ɒmbʊdzmən/ *noun* an official who investigates complaints by the public against government departments or other large organisations

'...radical changes to the disciplinary system, including appointing an ombudsman to review cases where complainants are not satisfied with the outcome, are proposed in a consultative paper the Institute of Chartered Accountants issued last month' [*Accountancy*]

COMMENT: There are several ombudsmen: the main one is the Parliamentary

Commissioner, who is a civil servant and investigates complaints against government departments. The Banking Ombudsman, the Investment Ombudsman, the Building Societies Ombudsman, the Pensions Ombudsman and the Insurance Ombudsman are independent officials who investigate complaints by the public against banks, financial advisers, building societies, pension funds or insurance companies. They are all regulated by the Financial Services Authority.

omission /əʊ'mɪʃ(ə)n/ *noun* a thing which has been omitted, or the act of omitting something

omit /əʊ'mɪt/ *verb* not to do something ○ *He omitted to tell the managing director that he had lost the documents.* (NOTE: **omitting** – **omitted**) □ **to omit a dividend** *US* to pay no dividend in a certain year

OMLX *abbreviation* the London Securities & Derivatives Exchange

on /ɒn/ *preposition* **1.** being a member of a group ○ *to sit on a committee* ○ *She is on the boards of two companies.* ○ *We have 250 people on the payroll.* ○ *She is on our full-time staff.* **2.** in a certain way ○ *on a commercial basis* ○ *to buy something on approval* ○ *to buy a car on hire-purchase* ○ *to get a mortgage on easy terms* ○ *He is still on probation.* ○ *She is employed on very generous terms.* □ **on the understanding that** *on condition that, provided that* ○ *We accept the terms of the contract, on the understanding that it has to be ratified by our main board.* **3.** at a time ○ *The shop is closed on Wednesday afternoons.* ○ *We work 7 hours a day on weekdays.* ○ *The whole staff has the day off on May 24th.* **4.** doing something ○ *The director is on holiday.* ○ *She is in the States on business.* ○ *The switchboard operator is on duty from 6 to 9.*

on approved credit /ɒn ə'pru:vɪd 'kredit/ *adjective* *US* showing that a bank loan has been made available to a client who has a good credit history. *Abbreviation* **OAC**

oncosts /'ɒnkɒsts/ *plural noun* money spent in producing a product, which does not rise with the quantity of the product made. Also called **fixed costs**

one-man business /ɪ,wʌn mæn 'bɪznɪs/, **one-man firm** /ɪ,wʌn mæn

'fɛ:m/, one-man company /,wʌn mæn 'kʌmp(ə)nɪ/ *noun* a business run by one person alone with no staff or partners

one-off /,wʌn 'ɒf/ *adjective* done or made only once ○ *one-off item* ○ *one-off deal* ○ *one-off payment*

onerous /'əʊnərəs/ *adjective* heavy, needing a lot of effort or money □ **the repayment terms are particularly onerous** the loan is particularly difficult to pay back

one-sided /wʌn 'saɪdɪd/ *adjective* which favours one side and not the other in a negotiation

one-stop banking /,wʌn stɒp 'bæŋkɪŋ/ *noun* a type of banking where a single organisation offers a whole range of services (including such things as mortgages, loans and pensions)

one-stop shopping /,wʌn stɒp 'ʃɒpɪŋ/ *noun* the practice of taking a range of financial services from a single organisation, e.g. from a bank which offers loans, mortgages, pensions and insurance as well as the normal personal banking services

one-way ticket /,wʌn weɪ 'tɪkɪt/ *noun* a ticket for a journey from one place to another

one-way trade /,wʌn weɪ 'treɪd/ *noun* a situation where one country sells to another, but does not buy anything in return

one-year money /,wʌn jɪə 'mʌni/ *noun* money placed for one year

online /ɒn'laɪn/; /'ɒnlaɪn/ *adjective, adverb* linked via a computer directly to another computer, a computer network or, especially, the Internet; on the Internet ○ *The sales office is online to the warehouse.* ○ *We get our data online from the stock control department.*

'...there may be a silver lining for 'clicks-and-mortar' stores that have both an online and a high street presence. Many of these are accepting returns of goods purchased online at their traditional stores. This is a service that may make them more popular as consumers become more experienced online shoppers' [*Financial Times*]

'...a survey found that even among experienced users – those who shop online at least once a month – about 10% abandoned a planned purchase because of annoying online delays and procedures' [*Financial Times*]

'...some online brokers failed to foresee the huge increase in private dealing and had problems coping with the rising volume. It has been the year when private investors were able to trade online quickly, cheaply, and on the whole, with little bother' [*Financial Times*]

online banking /,ɒnlaɪn 'bæŋkɪŋ/ *noun* a system by which customers have bank accounts which they can access direct from their home computers, using the Internet, and can carry out operations such as checking on their account balance, paying invoices and receiving their salaries electronically

online bill paying /,ɒnlaɪn 'bɪl ,peɪɪŋ/ *noun* a system of paying bills directly from an account using the Internet

o.n.o. *abbreviation* or near offer

on-the-job training /,ɒn ðə dʒɒb 'treɪnɪŋ/ *noun* training given to employees at their place of work

on the side /ɒn ðə 'saɪd/ *adverb* separate from your normal work, and hidden from your employer ○ *He works in an accountant's office, but he runs a construction company on the side.* ○ *Her salary is too small to live on, so the family lives on what she can make on the side.*

OPA *abbreviation* offre publique d'achat

OPEC /'əʊpek/ *abbreviation* Organisation of Petroleum Exporting Countries

open /'əʊpən/ *adjective* **1.** at work, not closed ○ *The store is open on Sunday mornings.* ○ *Our offices are open from 9 to 6.* ○ *They are open for business every day of the week.* **2.** ready to accept something □ **the job is open to all applicants** anyone can apply for the job □ **open to offers** ready to accept a reasonable offer □ **the company is open to offers for the empty factory** the company is ready to discuss an offer which is lower than the suggested price ■ **verb** **1.** to start a new business ○ *She has opened a shop in the High Street.* ○ *We have opened a branch in London.* **2.** to start work, to be at work ○ *The office opens at 9 a.m.* ○ *We open for business on Sundays.* **3.** to begin something □ **to open negotiations** to begin negotiating ○ *She opened the discussions with a description of the product.* ○ *The chairman opened the meeting at 10.30.* **4.** to set something up or make something available ○ *to open a bank account* ○ *to*

open a line of credit ○ *to open a loan* 5.
 □ **shares opened lower** share prices were lower at the beginning of the day's trading

'...after opening at 79.1 the index touched a peak of 79.2 and then drifted to a low of 78.8' [Financial Times]

open account /,əʊpən ə'kaʊnt/ *noun* an account where the supplier offers the purchaser credit without security

open cheque /,əʊpən 'tʃek/ *noun* same as **uncrossed cheque**

open credit /,əʊpən 'kredit/ *noun* credit given to good customers without security

open-end /,əʊpən 'end/ *verb* US to make a fund open-ended ■ *adjective* same as **open-ended**

open-ended /,əʊpən 'endɪd/ *adjective* with no fixed limit or with some items not specified ○ *They signed an open-ended agreement.* ○ *The candidate was offered an open-ended contract with a good career plan.* (NOTE: The US term is **open-end.**)

open-ended credit /,əʊpən 'endɪd 'kredit/ *noun* same as **revolving credit**

open-ended fund /,əʊpən 'endɪd fʌnd/ *noun* a fund (such as a unit trust) where investors buy units, the money paid being invested in a range of securities (as opposed to a closed fund, such as an investment trust, where the investor buys shares in the trust company, and receives dividends)

Open-ended investment company /,əʊpən 'endɪd ɪn'vestmənt ˌkʌmp(ə)ni/ *noun* a new form of unit trust, in which the investor purchases shares at a single price, as opposed to the offer/bid pricing system used by ordinary unit trusts. Abbreviation **Oeic**

opening /'əʊp(ə)nɪŋ/ *noun* the act of starting a new business ○ *the opening of a new branch* ○ *the opening of a new market or of a new distribution network* ■ *adjective* being at the beginning, or the first of several

opening balance /'əʊp(ə)nɪŋ ˌbæləns/ *noun* a balance at the beginning of an accounting period

opening bid /'əʊp(ə)nɪŋ bɪd/ *noun* the first bid at an auction

opening entry /'əʊp(ə)nɪŋ ,entri/ *noun* the first entry in an account

opening hours /'əʊp(ə)nɪŋ əʊəz/ *plural noun* the hours when a shop or business is open

opening price /'əʊp(ə)nɪŋ praɪs/ *noun* a price at the start of a day's trading

opening stock /'əʊp(ə)nɪŋ stɒk/ *noun* the stock details at the beginning of an accounting period

open market /,əʊpən 'mɑːkɪt/ *noun* a market where anyone can buy or sell

open market operation /,əʊpən 'mɑːkɪt ɒpə'reɪʃ(ə)n/ *noun* a sale or purchase of government stock by ordinary investors, used by the government as a means of influencing money supply

open outcry system /,əʊpən 'aʊtkraɪ ,sɪstəm/ *noun* a system of buying and selling used in some exchanges, where the brokers shout prices, offers or orders to each other

open ticket /,əʊpən 'tɪkɪt/ *noun* a ticket which can be used on any date

operate /'ɒpəreɪt/ *verb* to do business, or to run a business or a machine

'...the company gets valuable restaurant locations which will be converted to the family-style restaurant chain that it operates and franchises throughout most parts of the US' [Fortune]

operating /'ɒpəreɪtɪŋ/ *noun* the general running of a business or of a machine

'...the company blamed over-capacity and competitive market conditions in Europe for a £14m operating loss last year' [Financial Times]

operating budget /'ɒpəreɪtɪŋ ˌbʌdʒɪt/ *noun* a forecast of income and expenditure over a period of time

operating costs /'ɒpəreɪtɪŋ ˌkɒsts/ *plural noun* the costs of the day-to-day activities of a company. Also called **operating expenses, running costs**

operating income /'ɒpəreɪtɪŋ ˌɪnkʌm/, **operating profit** /'ɒpəreɪtɪŋ ˌprɒfɪt/ *noun* the profit made by a company in its usual business. Also called **operating earnings**

operating loss /'ɒpəreɪtɪŋ ˌlɒs/ *noun* a loss made by a company in its usual business

operating manual /'ɒpəreɪtɪŋ ,mænjʊəl/ *noun* a book which shows how to work a machine

operating system /'ɒpəreɪtɪŋ ,sɪstəm/ *noun* the main program which operates a computer

operation /,ɒpə'reɪʃ(ə)n/ *noun* an activity or a piece of work, or the task of running something ○ *the company's operations in West Africa* ○ *He heads up the operations in Northern Europe.*

'...a leading manufacturer of business, industrial and commercial products requires a branch manager to head up its mid-western Canada operations based in Winnipeg' [*Globe and Mail (Toronto)*]

operational /,ɒpə'reɪʃ(ə)nəl/ *adjective* referring to the day-to-day activities of a business or to the way in which something is run

operational budget /,ɒpə'reɪʃ(ə)nəl 'bʌdʒɪt/ *noun* a forecast of expenditure on running a business

operational costs /,ɒpə'reɪʃ(ə)nəl 'kɒsts/ *plural noun* the costs of running a business

operational gearing /,ɒpə'reɪʃ(ə)nəl 'ɡɪərɪŋ/ *noun* a situation where a company has high fixed costs which are funded by borrowings

operational planning /,ɒpə'reɪʃ(ə)nəl 'plænɪŋ/ *noun* the planning of how a business is to be run

operational research /,ɒpə'reɪʃ(ə)nəl rɪ'sɜ:tʃ/ *noun* a study of a company's way of working to see if it can be made more efficient and profitable

operations department /,ɒpə'reɪʃ(ə)nɪz dɪ'pɑ:t'mənt/ *noun* the general administration department of a company

operations review /,ɒpə'reɪʃ(ə)nɪz rɪ'vju:/ *noun* an act of examining the way in which a company or department works to see how it can be made more efficient and profitable

operator /'ɒpəreɪtə/ *noun* 1. a person who runs a business 2. (*on the Stock Exchange*) a person who buys and sells shares hoping to make a quick profit

'...a number of block bookings by American tour operators have been cancelled' [*Economist*]

OPM *abbreviation* other people's money

opportunity /,ɒpə'tju:nɪti/ *noun* a chance to do something successfully

'...the group is currently undergoing a period of rapid expansion and this has created an exciting opportunity for a qualified accountant' [*Financial Times*]

opportunity cost /,ɒpə'tju:nɪti kɒst/ *noun* 1. the cost of a business initiative in terms of profits that could have been gained through an alternative plan ○ *It's a good investment plan and we will not be deterred by the opportunity cost.* 2. the value of another method of investment which could have been used, instead of the one adopted

oppose /ə'pəʊz/ *verb* to try to stop something happening; to vote against something ○ *A minority of board members opposed the motion.* ○ *We are all opposed to the takeover.* ○ *A minority of union members opposed the deal.*

optimal /'ɒptɪm(ə)l/ *adjective* best

optimism /'ɒptɪmɪz(ə)m/ *noun* a state of mind in which you are sure that everything will work out well ○ *He has considerable optimism about sales possibilities in the Far East.*

optimistic /,ɒptɪ'mɪstɪk/ *adjective* feeling sure that everything will work out well □ *he takes an optimistic view of the exchange rate* he expects the exchange rate will go in his favour

optimum /'ɒptɪməm/ *adjective* best ○ *The market offers optimum conditions for sales.*

option /'ɒpʃən/ *noun* the opportunity to buy or sell something within a fixed period of time at a fixed price □ *to grant someone a six-month option on a product* to allow someone six months to decide if they want to manufacture the product □ *to take up an option or to exercise an option* to accept the option which has been offered and to put it into action ○ *They exercised their option or they took up their option to acquire sole marketing rights to the product.* □ *I want to leave my options open* I want to be able to decide what to do when the time is right □ *to take the soft option* to decide to do something which involves the least risk, effort or problems

optional /'ɒpʃ(ə)n(ə)l/ *adjective* which can be done or not done, taken or not taken, as a person chooses ○ *The insurance cover is optional.* ○ *Attendance at staff meetings is optional, although*

the management encourages employees to attend.

option contract /'ɒpʃən ,kɒntrækt/ *noun* a right to buy or sell shares at a fixed price

option dealing /'ɒpʃən ,di:liŋ/ *noun* buying and selling share options

option holder /'ɒpʃən ,həʊldə/ *noun* STOCK EXCHANGE a person who holds an option (i.e. who has bought an option)

option to purchase /'ɒpʃən tə 'pɜ:tʃɪs/ *noun* an option which gives someone the possibility to buy something within a period of time

option to sell /'ɒpʃən tə 'sel/ *noun* an option which gives someone the possibility to sell something within a period of time

option trading /'ɒpʃən ,treɪdɪŋ/ *noun* the business of buying and selling share options

order /'ɔ:də/ *noun* **1.** the way in which records such as filing cards or invoices are arranged ○ *in alphabetical or numerical order* **2.** an official request for goods to be supplied ○ *to give someone an order or to place an order with someone for twenty filing cabinets* ○ *The management ordered the workforce to leave the factory.* □ **to fill an order, to fulfil an order** to supply items which have been ordered ○ *We are so understaffed we cannot fulfil any more orders before Christmas.* □ **items available to order only** items which will be manufactured only if someone orders them □ **on order** ordered but not delivered ○ *This item is out of stock, but is on order.* **3.** a document which allows money to be paid to someone ○ *She sent us an order on the Chartered Bank.* **4.** (Stock Exchange) an instruction to a broker to buy or sell **5.** □ **pay to Mr Smith or order** pay money to Mr Smith or as he orders □ **pay to the order of Mr Smith** pay money directly to Mr Smith or to his account ■ *verb* to give an official request for something to be done or for something to be supplied ○ *to order twenty filing cabinets to be delivered to the warehouse*

order book /'ɔ:də bʊk/ *noun* a book which records orders received

order cheque /'ɔ:də tʃek/ *noun* a cheque which is paid to a named person

with the words 'or order' after the payee's name, showing that he can endorse it and pass it to someone else if he wishes

order-driven system /'ɔ:də ,drɪv(ə)n ,sɪstəm/, **order-driven market** /'ɔ:də ,drɪv(ə)n 'mɑ:kɪt/ *noun* a price system on a stock exchange, where prices vary according to the level of orders (as opposed to a 'quote-driven' system)

order fulfilment /'ɔ:də fʊl,fɪlmənt/ *noun* the process of supplying items which have been ordered

order processing /'ɔ:də ,prəʊsesɪŋ/ *noun* the work of dealing with orders

ordinary /'ɔ:d(ə)n(ə)ri/ *adjective* not special

ordinary interest /'ɔ:d(ə)n(ə)ri 'ɪntrəst/ *noun* annual interest calculated on the basis of 360 days (as opposed to 'exact interest' which is calculated on 365 days)

ordinary member /'ɔ:d(ə)n(ə)ri 'membə/ *noun* a person who pays a subscription to belong to a group

ordinary resolution /'ɔ:d(ə)n(ə)ri ,rezə'lʊ:ʃ(ə)n/ *noun* a resolution put before an AGM, usually referring to some general procedural matter, and which requires a simple majority of votes to be accepted

ordinary share capital /'ɔ:d(ə)n(ə)ri 'ʃeə ,kæpɪt(ə)l/ *noun* the capital of a company in the form of money paid for ordinary shares

ordinary shareholder /'ɔ:d(ə)n(ə)ri 'ʃeəhəʊldə/ *noun* a person who owns ordinary shares in a company

ordinary shares /'ɔ:d(ə)n(ə)ri 'ʃeəz/ *plural noun* normal shares in a company, which have no special benefits or restrictions (NOTE: The US term is **common stock**.)

organic growth /ɔ: ,gænɪk 'grəʊθ/ *noun* same as **internal growth**

organisation /'ɔ:gənəɪ'zeɪʃ(ə)n/, **organization** *noun* **1.** a way of arranging something so that it works efficiently ○ *the organisation of the head office into departments* ○ *The chairman handles the organisation of the AGM.* ○ *The organisation of the group is too*

centralised to be efficient. **2.** a group or institution which is arranged for efficient work

'...working with a client base which includes many major commercial organizations and nationalized industries' [Times]

organisational /ɔ:ɡənai-
'zeɪf(ə)n(ə)l/, **organizational** *adjective* referring to the way in which something is organised ○ *The paper gives a diagram of the company's organisational structure.*

organisational chart /ɔ:ɡənai-
'zeɪf(ə)n(ə)l tʃɑ:t/ *noun* a chart showing the hierarchical relationships between employees in a company

organisation and methods /ɔ:ɡənaizeɪf(ə)n ən 'meθədz/ *noun* a process of examining how an office works, and suggesting how it can be made more efficient. Abbreviation **O & M**

organisation chart /ɔ:ɡənai-
'zeɪf(ə)n tʃɑ:t/ *noun* same as **organizational chart**

Organisation for Economic Co-operation and Development /ɔ:ɡənaizeɪf(ə)n fər i:kə,nəʊmɪk kəʊ-
,pəreɪf(ə)n ən dɪ'veləpmənt/ *noun* an organisation representing the industrialised countries, aimed at encouraging international trade, wealth and employment in member countries. Abbreviation **OECD**

organise /'ɔ:ɡənaiz/, **organize** *verb*
1. to set up a system for doing something ○ *The company is organised into six profit centres.* ○ *The group is organised by sales areas.* **2.** to arrange something so that it works

'...we organize a rate with importers who have large orders and guarantee them space at a fixed rate so that they can plan their costs' [Lloyd's List]

organised labour /ɔ:ɡənaizd
'leɪbə/ *noun* employees who are members of trade unions

'...governments are coming under increasing pressure from politicians, organized labour and business to stimulate economic growth' [Duns Business Month]

Organization of Petroleum Exporting Countries /ɔ:ɡənaizeɪf(ə)n əv pə'trəʊliəm ek-
,spɔ:ʔɪŋ 'kɑ:ntrɪz/ *noun* a group of major countries who are producers and exporters of oil. Abbreviation **OPEC**

originating fee /ə'ɪdʒɪneɪtɪŋ fi:z/, **origination fee** /ə'ɪdʒɪ'neiʃ(ə)n fi:z/ *noun* *US* a front-end fee charged to cover the costs of dealing with an application for a loan

orphan stock /'ɔ:f(ə)n stɒk/ *noun* a neglected share, which is not often recommended by market analysts

OTC *abbreviation* over-the-counter

other people's money /,ʌðə
,pi:p(ə)lz 'mʌni/ *noun* money that belongs to customers, clients or shareholders, i.e. not to the people who are using it or investing it. Abbreviation **OPM**

ouguiya /u:'gi:ʒə/ *noun* a unit of currency used in Mauritania

ounce /aʊns/ *noun* a measure of weight (= 28 grams) (NOTE: Usually written **oz** after figures: **25oz**. Note also that the ounce is now no longer officially used in the UK.)

out /aʊt/ *adverb* **1.** on strike ○ *The workers have been out on strike for four weeks.* ○ *As soon as the management made the offer, the staff came out.* ○ *The shop stewards called the workforce out.* **2.** □ **to be out** to be wrong in calculating something, or to be wrongly calculated ○ *the balance is £10 out* □ **we are £20,000 out in our calculations** we have £20,000 too much or too little **3.** *US* away from work because of illness (NOTE: The UK term for this sense is **off**.)

outbid /aʊt'bid/ *verb* to offer a better price than someone else ○ *We offered £100,000 for the warehouse, but another company outbid us.* (NOTE: **out-bidding** – **outbid**)

outflow /'aʊtfləʊ/ *noun* □ **outflow of capital from a country** capital which is sent out of a country for investment abroad

outflows /'aʊtfləʊz/ *plural noun* money withdrawn from a fund in which it was previously invested

outgoings /'aʊtgəʊɪŋz/ *plural noun* money which is paid out

outlay /'aʊtleɪ/ *noun* money spent, expenditure □ **for a modest outlay** for a small sum ○ *For a modest outlay he was able to take control of the business.*

outlook /'aʊtlʊk/ *noun* a view of what is going to happen in the future ○ *The*

economic outlook is not good. ○ *The stock market outlook is worrying.*

'American demand has transformed the profit outlook for many European manufacturers' [*Duns Business Month*]

out-of-date cheque /,aʊt əv deɪt 'tʃek/ *noun* a cheque which has not been cleared because its date is too old, normally more than six months

out-of-favour *adjective, adverb* neglected, not liked (NOTE: The US spelling is **out-of-favor**.)

out of pocket /,aʊt əv 'pɒkɪt/ *adjective, adverb* having paid out money personally ○ *The deal has left me out of pocket.*

out-of-pocket expenses /,aʊt əv 'pɒkɪt ɪk'spensɪz/ *plural noun* an amount of money paid back to an employee who has spent his or her personal money on company business

outperform /,aʊtpə'fɔ:m/ *verb* to do better than other companies

'...on the fairly safe assumption that there is little to be gained in attempting to find the share or trust that outperforms everything else, there is every reason to buy an index-tracking fund' [*Money Observer*]

outperformance /,aʊtpə'fɔ:məns/ *noun* the fact of doing better than other companies

output /'aʊtpʊt/ *noun* the amount which a company, person or machine produces ○ *Output has increased by 10%.* ○ *25% of our output is exported.*

'...crude oil output plunged during the last month and is likely to remain near its present level for the near future' [*Wall Street Journal*]

output per hour /,aʊtpʊt pər 'aʊə/ *noun* the amount of something produced in one hour

output tax /'aʊtpʊt tæks/ *noun* VAT charged by a company on goods or services sold, and which the company pays to the government

outright /,aʊt'reɪt/ *adverb, adjective* completely

outsell /aʊt'sel/ *verb* to sell more than someone ○ *The company is easily out-selling its competitors.* (NOTE: **outselling** – **outsold**)

outside /'aʊtsaɪd/ *adjective, adverb*
1. not in a company's office or building
□ **to send work to be done outside** to send work to be done in other offices 2.

□ **outside office hours** not during office hours, when the office is not open

outside dealer /,aʊtsaɪd 'di:lə/ *noun* a person who is not a member of the Stock Exchange but is allowed to trade

outside director /,aʊtsaɪd daɪ'rektə/ *noun* a director who is not employed by the company, a non-executive director

outside line /,aʊtsaɪd 'laɪn/ *noun* a line from an internal office telephone system to the main telephone exchange
○ *You dial 9 to get an outside line.*

outside office hours /,aʊtsaɪd 'ɒfɪs aʊəz/ *adverb* when the office is not open

outside shareholder /,aʊtsaɪd 'ʃeəhəʊldə/ same as **minority shareholder**

outside worker /'aʊtsaɪd ,wɜ:kə/ *noun* an employee who does not work in a company's offices

outstanding /aʊt'stændɪŋ/ *adjective* not yet paid or completed □ **outstanding debts** debts which are waiting to be paid □ **outstanding orders** orders received but not yet supplied □ **what is the amount outstanding?** how much money is still owed? □ **matters outstanding from the previous meeting** questions which were not settled at the previous meeting

COMMENT: Note the difference between 'outstanding' and 'overdue'. If a debtor has 30 days credit, then his debts are outstanding until the end of the 30 days, and they only become overdue on the 31st day.

outstanding cheque /aʊt'stændɪŋ 'tʃek/ *noun* a cheque which has been written and therefore has been entered in the company's ledgers, but which has not been presented for payment and so has not been debited from the company's bank account

outturn /'aʊttɜ:n/ *noun* an amount produced by a country or company

outvote /aʊt'vəʊt/ *verb* to defeat someone in a vote □ **the chairman was outvoted** the majority voted against the chairman

overall /,əʊvər'ɔ:l/ *adjective* covering or including everything □ **the company reported an overall fall in profits** the

company reported a general fall in profits □ **overall plan** a plan which covers everything

overall balance of payments /,əʊvəˌrɔ:l ,bæləns əv 'peɪmənts/ *noun* the total of current and long-term balance of payments

overbook /,əʊvə'bʊk/ *verb* to book more people than there are seats or rooms available ○ *The hotel or The flight was overbooked.*

overbooking /,əʊvə'bʊkɪŋ/ *noun* the act of taking more bookings than there are seats or rooms available

overborrowed /,əʊvə'bɒrəʊd/ *adjective* referring to a company which has very high borrowings compared to its assets, and has difficulty in meeting its interest payments

overbought /,əʊvə'bɔ:t/ *adjective* having bought too much □ **the market is overbought** prices on the stock market are too high, because there have been too many people wanting to buy

'...they said the market was overbought when the index was between 860 and 870 points' [Australian Financial Review]

overcapacity /,əʊvə'kæpəsɪti/ *noun* an unused capacity for producing something

'...with the present overcapacity situation in the airline industry the discounting of tickets is widespread' [Business Traveller]

overcapitalised /,əʊvə- 'kæpɪtəlaɪzd/, **overcapitalized** *adjective* referring to a company with more capital than it needs

overcharge *noun* /'əʊvətʃɑ:dʒ/ a charge which is higher than it should be ○ *to pay back an overcharge* ■ *verb* /,əʊvə'tʃɑ:dʒ/ to ask someone for too much money ○ *They overcharged us for our meals.* ○ *We asked for a refund because we'd been overcharged.*

overdraft /'əʊvədɹɑ:ft/ *noun* 1. an amount of money which a company or person can withdraw from a bank account, with the bank's permission, despite the fact that the account is empty ○ *The bank has allowed me an overdraft of £5,000.* (NOTE: The US term is **overdraft protection**.) □ **we have exceeded our overdraft facilities** we have taken out more than the overdraft allowed by the bank 2. *US* a negative amount of money in an account, i.e. a situation

where a cheque is more than the money in the account on which it is drawn

overdraft facilities /'əʊvədɹɑ:ft fə- 'sɪlɪtɪz/ *plural noun* an arrangement with a bank to have an overdraft

overdraft limit /'əʊvədɹɑ:ft ,lɪmɪt/ *noun* a total which is agreed between the bank and a customer as the maximum amount the customer's account may be overdrawn

overdraft protection /'əʊvədɹɑ:ft prə'tekʃ(ə)n/ *noun* a system which protects a customer from overdrawing his account, either by switching money automatically from another account, or by offering a line of credit

overdraw /,əʊvə'drɔ:/ *verb* to take out more money from a bank account than there is in it

overdue /,əʊvə'dju:/ *adjective* which has not been paid on time □ **interest payments are three weeks overdue** interest payments which should have been made three weeks ago ♦ See note at **outstanding**

overestimate /,əʊvər'estɪmənt/ *verb* to think something is larger or worse than it really is ○ *He overestimated the amount of time needed to fit out the factory.* ○ *They overestimated the costs of moving the offices to central London.*

overexposure /,əʊvərɪks'pəʊʒə/ *noun* the fact of being too exposed to risky loans

overextend /,əʊvərɪks'tend/ *verb* □ **the company overextended itself** the company borrowed more money than its assets would allow

overfunding /,əʊvə'fʌndɪŋ/ *noun* a situation where the government borrows more money than it needs for expenditure, by selling too much government stock

overgeared /,əʊvə'gɪəd/ *adjective* referring to a company which has high borrowings in comparison to its assets

overhang *noun* a large quantity of shares or of a commodity or of unsold stock available for sale, which has the effect of depressing the market price ■ *verb* □ **to overhang the market** to be available for sale, and so depress the share price

overhead budget /,əʊvəhed 'bʌdʒɪt/ *noun* a plan of probable overhead costs

overhead costs /,əʊvəhed 'kɒsts/,
overhead expenses /,əʊvəhed ɪk-'spensɪz/ *plural noun* same as **overheads**

overheads /'əʊvəhedz/ *plural noun* the indirect costs of the day-to-day running of a business, i.e. not money spent of producing goods, but money spent on such things as renting or maintaining buildings and machinery ○ *The sales revenue covers the manufacturing costs but not the overheads.* (NOTE: The usual US term is **overhead**.)

overheating /,əʊvə'hɪ:tɪŋ/ *noun* a rise in industrial activity in an economy, leading to a rise in inflation (the economy is then said to be 'overheated')

overnight /,əʊvə'nait/ *adverb* from the evening of one day to the morning of the next

overnight money /,əʊvənait 'mʌni/ *noun* money deposited for less than 24 hours

overnight repo /,əʊvənait 'ri:pəʊ/ *noun* a repurchase agreement, where banks sell securities for cash and repurchase them the next day at a higher price (used by central banks as a means of regulating the money markets)

overpaid /,əʊvə'peɪd/ *adjective* paid too much ○ *Our staff are overpaid and underworked.*

overpay /,əʊvə'peɪ/ *verb* 1. to pay too much to someone or for something ○ *We overpaid the invoice by \$245.* 2. to pay an extra amount to reduce the total capital borrowed on a mortgage

overpayment /,əʊvə'peɪmənt/ *noun* 1. an act of paying too much 2. the payment of a lump sum to reduce the capital borrowed on a mortgage

overrated /,əʊvə'reɪtɪd/ *adjective* valued more highly than it should be ○ *The effect of the dollar on European business cannot be overrated.* ○ *Their 'first-class service' is very overrated.*

override /'əʊvəraɪd/, **overriding commission** /'əʊvəraɪdɪŋ kə-,mɪʃ(ə)n/ *noun* a special extra commission which is above all other commissions

overseas *adjective* /'əʊvəsi:z/, *adverb* /,əʊvə'si:z/ across the sea, or to or in foreign countries ○ *Management trainees knew that they would be sent overseas to learn about the export markets.* ○ *Some workers are going overseas to find new jobs.* ■ *noun* /,əʊvə'si:z/ foreign countries ○ *The profits from overseas are far higher than those of the home division.*

overseas division /,əʊvəsi:z dɪ-'vɪz(ə)n/ *noun* the section of a company dealing with trade with other countries

overseas funds /,əʊvə'si:z fʌndz/ *plural noun* investment funds based in other countries

overseas markets /,əʊvə'si:z 'mɑ:kɪts/ *plural noun* markets in foreign countries

overseas money order /,əʊvəsi:z 'mʌni ɔ:ɔd/ *noun* a money order in a foreign currency which is payable to someone living in a foreign country

overseas trade /,əʊvəsi:z 'treɪd/ *noun* same as **foreign trade**

oversell /,əʊvə'sel/ *verb* to sell more than you can produce □ **he is oversold** he has agreed to sell more product than he can produce □ **the market is oversold** stock-market prices are too low, because there have been too many sellers

overspend /,əʊvə'spend/ *verb* to spend too much □ **to overspend your budget** to spend more money than is allowed in your budget

overspending /,əʊvə'spendɪŋ/ *noun* the act of spending more than is allowed ○ *The board decided to limit the overspending by the production departments.*

overstock /,əʊvə'stɒk/ *verb* to have a bigger stock of something than is needed □ **to be overstocked with spare parts** to have too many spare parts in stock

'Cash paid for your stock: any quantity, any products, overstocked lines, factory seconds' [Australian Financial Review]

overstocks /'əʊvəstɒks/ *plural noun* US more stock than is needed to supply orders ○ *We will have to sell off the overstocks to make room in the warehouse.*

oversubscribe /,əʊvəsəb'skraɪb/ *verb* □ **the share offer was oversub-**

scribed six times people applied for six times as many new shares as were available

oversubscription /,əʊvəsəb-'skɪpʃ(ə)n/ *noun* a situation where people have subscribed for more shares in a new issue than are being issued

over-the-counter /,əʊvə ðə 'kaʊntə/ *adjective* involving shares which are not listed on the main Stock Exchange. Abbreviation **OTC**

over-the-counter market /,əʊvə ðə 'kaʊntə ,mɑ:kɪt/ *noun* a secondary market in shares which are not listed on the main Stock Exchange

over-the-counter sales /,əʊvə ðə 'kaʊntə ,seɪlz/ *plural noun* the legal selling of shares which are not listed in the official Stock Exchange list, usually carried out by telephone

overtime /'əʊvətəɪm/ *noun* hours worked in addition to your normal working hours ○ *to work six hours' overtime* ○ *The overtime rate is one and a half times normal pay.* ■ **adverb** □ **to work overtime** to work longer hours than stated in the contract of employment

overtime ban /'əʊvətəɪm bæn/ *noun* an order by a trade union which forbids overtime work by its members

overtime pay /'əʊvətəɪm peɪ/ *noun* pay for extra time worked

overtrading /,əʊvə'treɪdɪŋ/ *noun* a situation where a company increases sales and production too much and too quickly, so that it runs short of cash

overvalue /,əʊvə'væljuː/ *verb* to give a higher value to something or someone than is right □ **these shares**

are overvalued at £1.25 the shares are worth less than the £1.25 for which they are selling □ **the pound is overvalued against the dollar** the exchange rate gives too many dollars to the pound, considering the strength of the two countries' economies

'...the fact that sterling has been overvalued for the past three years shows that currencies can remain above their fair value for very long periods' [*Investors Chronicle*]

owe /əʊ/ *verb* to have to pay money ○ *He owes the bank £250,000.* □ **they still owe the company for the stock they purchased last year** they have still not paid for the stock

owing /'əʊɪŋ/ *adjective* which is owed ○ *money owing to the directors* ○ *How much is still owing to the company by its debtors?*

own /əʊn/ *verb* to have or to possess ○ *He owns 50% of the shares.*

owner /'əʊnə/ *noun* a person who owns something ○ *The owners of a company are its shareholders.* □ **goods sent at owner's risk** a situation where the owner has to insure the goods while they are being transported

owner-occupier /,əʊnə 'ɒkjʊpəɪ/ *noun* a person who owns the property in which he or she lives

owners' equity /,əʊnəz 'ekwɪti/ *noun* a value of the shares in a company owned by the owners of the company

ownership /'əʊnəʃɪp/ *noun* the fact of owning something □ **the ownership of the company has passed to the banks** the banks have become owners of the company

oz *abbreviation* ounce(s)

P

P* *symbol* US a measure of M2 shown as a ratio of the velocity of money, used as an indication of inflation

P45 /ˌpiː fɔːti ˈfaɪv/ *noun* a form given to an employee who leaves a company, showing how much tax has been deducted from his or her salary

p.a. *abbreviation* per annum

pa'anga /ˈpɑːŋgə/ *noun* a unit of currency used in Tonga

Pacific Rim /pəˌsɪfɪk ˈrɪm/ *noun* the countries on the edge of the Pacific Ocean: especially Hong Kong, Japan, Korea, Malaysia, Singapore, Thailand and Taiwan

package /ˈpækɪdʒ/ *noun* a group of different items joined together in one deal

‘...airlines offer special stopover rates and hotel packages to attract customers to certain routes’ [*Business Traveller*]

‘...the remuneration package will include an attractive salary, profit sharing and a company car’ [*Times*]

‘...airlines will book not only tickets but also hotels and car hire to provide a complete package’ [*Business Traveller*]

package deal /ˈpækɪdʒ diːl/ *noun* an agreement which deals with several different items at the same time ○ *They agreed a package deal which involves the construction of the factory, training of staff and purchase of the product.*

Pac-man /ˈpæk mæn/ *noun* a method of defence against a takeover bid, where the target company threatens to take over the company which is trying to take it over

paid /peɪd/ *adjective* **1.** for which money has been given ○ *The invoice is marked ‘paid’.* **2.** ○ **paid holidays** holidays where the worker’s wages are still paid even though he or she is not working **3.** referring to an amount which has been settled ○ *The order was sent car-*

riage paid. □ **paid bills** bills which have been settled

paid assistant /peɪd əˈsɪst(ə)nt/ *noun* an assistant who receives a salary

paid-in capital /ˌpeɪd ɪn ˈkæpɪt(ə)l/ *noun* capital in a business which has been provided by its shareholders (usually in the form of payments for shares above their par value)

paid-up capital /ˌpeɪd ʌp ˈkæpɪt(ə)l/, **paid-up share capital** /ˌpeɪd ʌp ˈʃeə ˌkæpɪt(ə)l/ *noun* an amount of money paid for the issued capital shares (it does not include called-up capital which has not yet been paid for)

paid-up shares /ˌpeɪd ʌp ˈʃeəz/ *noun* shares which have been completely paid for by the shareholders

palmtop /ˈpɑːmtɒp/ *noun* a very small computer which can be held in your hand and which usually has a character recognition screen instead of a keyboard

PAN *abbreviation* primary account number

P&L *abbreviation* profit and loss

panel /ˈpæn(ə)l/ *noun* **1.** a flat surface standing upright **2.** a group of people who give advice on a problem ○ *a panel of experts*

panic /ˈpænik/ *noun* a state of being very frightened □ **panic selling of sterling** a rush to sell sterling at any price because of possible devaluation

panic buying /ˈpænik ˌbaɪɪŋ/ *noun* a rush to buy something at any price because stocks may run out

paper /ˈpeɪpə/ *noun* **1.** □ **on paper** in theory ○ *On paper the system is ideal, but we have to see it working before we will sign the contract.* **2.** a document which can represent money (e.g. a bill

of exchange or a promissory note) **3.** shares in the form of share certificates

paperchase /'peɪpə,tʃeɪs/ *noun* a takeover bid where the purchasing company issues large numbers of new shares to offer in exchange for the shares in the company being bought

paper gain /,peɪpə 'geɪn/ *noun* same as **paper profit**

'...the profits were tax-free and the interest on the loans they incurred qualified for income tax relief; the paper gains were rarely changed into spending money' [*Investors Chronicle*]

paper loss /,peɪpə 'lɒs/ *noun* a loss made when an asset has fallen in value but has not been sold

paper millionaire /,peɪpə ,mɪljə-'neə/ *noun* a person who owns shares which, if sold, would be worth one million pounds or dollars

paper money /,peɪpə 'mʌni/ *noun* banknotes

paper offer /,peɪpə 'ɒfə/ *noun* a takeover bid, where the purchasing company offers its shares in exchange for shares in the company being taken over (as opposed to a cash offer)

paper profit /,peɪpə 'prɒfɪt/ *noun* a profit on an asset which has increased in price but has not been sold ○ *He is showing a paper profit of £25,000 on his investment.* Also called **paper gain**, **unrealised profit**

paperwork /'peɪpəwɜ:k/ *noun* office work, especially writing memos and filling in forms ○ *Exporting to Russia involves a large amount of paperwork.*

par /pɑ:/ *adjective* equal, at the same price □ **shares at par** shares whose market price is the same as their face value

parallel markets /,pærəlel 'mɑ:kit/ *plural noun* money markets, where institutions such as banks, or organisations such as local authorities, can lend or borrow money without having to go through the main money markets

parameter /pə'reɪmɪtə/ *noun* a fixed limit ○ *The budget parameters are fixed by the finance director.* ○ *Spending by each department has to fall within certain parameters.*

parcel of shares /,pɑ:s(ə)l əv 'ʃeəz/ *noun* a group of shares (such as 50 or 100) which are sold as a group ○ *The shares are on offer in parcels of 50.*

parcel rate /'pɑ:s(ə)l reɪt/ *noun* the postage (calculated by weight) for sending a parcel

parent company /'peərənt ,kʌmp(ə)ni/ *noun* a company which owns more than 50% of the shares of another company

Pareto's Law /pə'reɪtəʊz lɔ:/, **Pareto Effect** /pə'reɪtəʊ ɪ,fekt/ *noun* the theory that incomes are distributed in the same way in all countries, whatever tax regime is in force, and that a small percentage of a total is responsible for a large proportion of value or resources. Also called **eighty/twenty law**

COMMENT: Also called the 80/20 law, because 80/20 is the normal ratio between majority and minority figures: so 20% of accounts produce 80% of turnover; 80% of GDP enriches 20% of the population, etc.

pari passu /,pæri 'pæsuz/ *adverb* a Latin phrase meaning 'equally' ○ *The new shares will rank pari passu with the existing ones.*

Paris Club /'pærɪs klʌb/ *noun* the Group of Ten, the major world economic powers working within the framework of the IMF (there are in fact eleven: Belgium, Canada, France, Germany, Italy, Japan, Netherlands, Sweden, Switzerland, United Kingdom and the United States). It is called the 'Paris Club' because its first meeting was in Paris)

parity /'pærɪti/ *noun* the fact of being at an equal level or price with something else

'...the draft report on changes in the international monetary system casts doubt about any return to fixed exchange-rate parities' [*Wall Street Journal*]

Parkinson's law /'pɑ:kɪnsənz ,lɔ:/ *noun* a law, based on wide experience, that in business the amount of work increases to fill the time available for it

part /pɑ:t/ *noun* □ **in part** not completely ○ *to contribute in part to the costs or to pay the costs in part*

part delivery /pɑ:t dɪ'lɪv(ə)ri/ *noun* a delivery that contains only some of the items in an order

part exchange /,pɑ:t ɪks'tʃeɪndʒ/ *noun* the act of giving an old product as part of the payment for a new one ○ *to take a car in part exchange*

partial /'pɑ:ʃ(ə)l/ *adjective* not complete □ **partial loss** a situation where only part of the insured property has been damaged or lost □ **he got partial compensation for the damage to his house** he was compensated for part of the damage

participate /pɑ:'tɪsɪpeɪt/ *verb* to take part in an activity or enterprise ○ *The staff are encouraged to participate actively in the company's decision-making processes.*

participating preference shares /pɑ:'tɪsɪpeɪtɪŋ 'pref(ə)rəns 'ʃeəz/, **participating preferred stock** /pɑ:'tɪsɪpeɪtɪŋ prɪ'fɜ:d 'stɒk/ *plural noun* preference shares which get an extra bonus dividend if company profits reach a certain level

participation /pɑ:,tɪsɪ'peɪʃ(ə)n/ *noun* the act of taking part ○ *The workers are demanding more participation in the company's affairs.* ○ *Participation helps to make an employee feel part of the organisation.*

participation fee /pɑ:,tɪsɪ'peɪʃ(ə)n fi:/ *noun* a fee paid to a bank for taking part in underwriting a loan

participator /pɑ:'tɪsɪpeɪtə/ *noun* a person who has an interest in a company (e.g. an ordinary or preference shareholder, a creditor or the owner of rights to shares)

particular average /pə'tɪkjələ 'æv(ə)rɪdʒ/ *noun* a situation where part of a shipment is lost or damaged and the insurance costs are borne by the owner of the lost goods and not shared among all the owners of the shipment

partly /'pɑ:tlɪ/ *adverb* not completely □ **partly-secured creditors** creditors whose debts are not fully covered by the value of the security

partly-paid capital /,pɑ:t(ə)li peɪd 'kæpɪt(ə)l/ *noun* a capital which represents partly-paid shares

partly-paid up shares /,pɑ:t(ə)li peɪd ʌp 'ʃeəz/, **partly-paid shares** /,pɑ:t(ə)li peɪd 'ʃeəz/ *plural noun* shares where the shareholders have not paid the full face value

partner /'pɑ:tnə/ *noun* a person who works in a business and has an equal share in it with other partners ○ *I became a partner in a firm of solicitors.*

partnership /'pɑ:tnəʃɪp/ *noun* an unregistered business where two or more people (but not more than twenty) share the risks and profits according to a partnership agreement ○ *to go into partnership with someone* ○ *to join with someone to form a partnership* □ **to offer someone a partnership, to take someone into partnership with you** to have a working business and bring someone in to share it with you □ **to dissolve a partnership** to bring a partnership to an end □ **to go into partnership with someone** to join with someone to form a partnership

partnership agreement /'pɑ:tnəʃɪp ə'grɪmənt/ *noun* a document setting up a partnership, giving the details of the business and the amount each partner is contributing to it. Also called **articles of partnership**

part order /pɑ:t 'ɔ:də/ *noun* same as **part delivery**

part-owner /pɑ:t 'əʊnə/ *noun* a person who owns something jointly with one or more other people ○ *I am part-owner of the restaurant.*

part-ownership /pɑ:t 'əʊnəʃɪp/ *noun* a situation where two or more persons own the same property

part payment /pɑ:t 'peɪmənt/ *noun* the paying of part of a whole payment ○ *I gave him £250 as part payment for the car.*

part shipment /pɑ:t 'ʃɪpmənt/ *noun* same as **part delivery**

part-time /,pɑ:t 'taɪm/ *adjective, adverb* not working for the whole working week ○ *a part-time worker* ○ *It is a part-time job that* ○ *We are looking for part-time staff to work our computers.* ○ *She only works part-time as she has small children to look after.*

part-time work /,pɑ:t taɪm 'wɜ:k/, **part-time employment** /,pɑ:t taɪm ɪm'plɔɪmənt/ *noun* work for part of a working week (officially, between 8 and 16 hours per week) ○ *He is trying to find part-time work when the children are in school.*

party /'pɑ:ti/ *noun* a person or organisation involved in a legal dispute or legal agreement ○ *How many parties are there to the contract?* ○ *The company is not a party to the agreement.*

par value /pɑː 'væljuː/ *noun* same as **face value**

pass /pɑːs/ *verb* 1. □ **to pass a dividend** to pay no dividend in a certain year 2. to approve something ○ *The finance director has to pass an invoice before it is sent out.* ○ *The loan has been passed by the board.* □ **to pass a resolution** to vote to agree to a resolution ○ *The meeting passed a proposal that salaries should be frozen.* 3. to be successful in an examination or test ○ *He passed his typing test.* ○ *She has passed all her exams and now is a qualified accountant.*

passbook /'pɑːsbʊk/ *noun* a book given by a bank or building society which shows money which you deposit or withdraw from your savings account or building society account

'...instead of customers having transactions recorded in their passbooks, they will present plastic cards and have the transactions printed out on a receipt' [Australian Financial Review]

passbook account /'pɑːsbʊk ə-,kaʊnt/ *noun* an account which carries a passbook

passive /'pæsiːv/ *adjective* not taking any action

passive investor /,pæsiːv in'vestə/ *noun* same as **sleeping partner**

passive stake /'pæsiːv steɪk/ *noun* a shareholding where the shareholder takes no active part in running the company

pass off /,pɑːs 'ɒf/ *verb* □ **to pass something off as something else** to pretend that something is another thing in order to cheat a customer ○ *She tried to pass off the wine as French, when in fact it came from outside the EU.*

password /'pɑːswɜːd/ *noun* a special word which a user has to give when carrying out operations on an account by phone

pataca /pə'tɑːkə/ *noun* a unit of currency used in Macao

patent /'peɪtənt, 'pætənt/ *noun* an official document showing that a person has the exclusive right to make and sell an invention ○ *to take out a patent for a new type of light bulb* ○ *to apply for a patent for a new invention* □ **'patent applied for'**, **'patent pending'** words on a product showing that the inventor has applied for a patent for it □ **to forfeit a**

patent to lose a patent because payments have not been made □ **to infringe a patent** to make and sell a product which works in the same way as a patented product and not pay a royalty for it □ **to file a patent application** to apply for a patent ■ *verb* □ **to patent an invention** to register an invention with the patent office to prevent other people from copying it

patent agent /'peɪtənt ,eɪdʒənt/ *noun* a person who advises on patents and applies for patents on behalf of clients

patented /'peɪtəntɪd, 'pætəntɪd/ *adjective* which is protected by a patent

patent office /'peɪtənt ,ɒfɪs/ *noun* a government office which grants patents and supervises them

patent rights /'peɪtənt raɪts/ *plural noun* the rights which an inventor holds because of a patent

pathfinder **prospectus** /'pɑːθfaɪndə prə'spektəs/ *noun* a preliminary prospectus about a company which is going to be launched on the Stock Exchange, sent to potential major investors before the issue date, giving details of the company's background, but not giving the price at which shares will be sold

pattern /'pæt(ə)n/ *noun* the general way in which something usually happens ○ *The pattern of sales or The sales pattern is quite different this year.*

pattern of trade /,pæt(ə)n əv 'treɪd/ *noun* a general way in which trade is carried on ○ *The company's trading pattern shows high export sales in the first quarter and high home sales in the third quarter.*

pawn /pɔːn/ *noun* □ **to put something in pawn** to leave a valuable object with someone in exchange for a loan which has to be repaid if you want to take back the object □ **to take something out of pawn** to repay the loan and so get back the object which has been pawned ■ *verb* □ **to pawn a watch** to leave a watch with a pawnbroker who gives a loan against it

pawnbroker /'pɔːnbrəʊkə/ *noun* a person who lends money against the security of valuable objects

pawnshop /'pɔːnʃɒp/ *noun* a pawnbroker's shop

pawn ticket /pɔ:n 'tɪkɪt/ *noun* a receipt given by the pawnbroker for an object left in pawn

pay /peɪ/ *noun* a salary or wages, money given to someone for regular work □ **holiday with pay** a holiday which an employee can take by contract and for which he or she is paid ■ *verb* **1.** to give money to buy an item or a service ○ *to pay £1,000 for a car* ○ *How much did you pay to have the office cleaned?* □ **'pay cash'** words written on a crossed cheque to show that it can be paid in cash if necessary □ **to pay in advance** to pay before you receive the item bought or before the service has been completed ○ *We had to pay in advance to have the new telephone system installed.* □ **to pay in instalments** to pay for an item by giving small amounts regularly ○ *We are buying the van by paying instalments of £500 a month.* □ **to pay cash** to pay the complete sum in cash □ **to pay by cheque** to pay by giving a cheque, not by using cash or credit card □ **to pay by credit card** to pay using a credit card, not a cheque or cash **2.** to produce or distribute money □ **to pay a dividend** to give shareholders a part of the profits of a company ○ *These shares pay a dividend of 1.5p.* □ **to pay interest** to give money as interest on money borrowed or invested ○ *Some building societies pay interest of 5%.* **3.** to give an employee money for work done ○ *The workforce has not been paid for three weeks.* ○ *We pay good wages for skilled workers.* ○ *How much do they pay you per hour?* □ **to be paid by the hour** to get money for each hour worked □ **to be paid at piecework rates** to get money for each piece of work finished **4.** to give money which is owed or which has to be paid ○ *He was late paying the bill.* ○ *We phoned to ask when they were going to pay the invoice.* ○ *You will have to pay duty on these imports.* ○ *She pays tax at the highest rate.* □ **to pay on demand** to pay money when it is asked for, not after a period of credit □ **please pay the sum of £10** please give £10 in cash or by cheque **5.** **to pay a cheque into an account** to deposit money in the form of a cheque (NOTE: [all verb senses] **paying – paid**)

'...recession encourages communication not because it makes redundancies easier, but

because it makes low or zero pay increases easier to accept' [*Economist*]

'...the yield figure means that if you buy the shares at their current price you will be getting 5% before tax on your money if the company pays the same dividend as in its last financial year' [*Investors Chronicle*]

payable /'peɪəb(ə)l/ *adjective* which is due to be paid □ **payable in advance** which has to be paid before the goods are delivered □ **payable on delivery** which has to be paid when the goods are delivered □ **payable on demand** which must be paid when payment is asked for □ **payable at sixty days** which has to be paid by sixty days after the date on the invoice □ **cheque made payable to bearer** a cheque which will be paid to the person who has it, not to any particular name written on it □ **shares payable on application** shares which must be paid for when you apply to buy them □ **electricity charges are payable by the tenant** the tenant (and not the landlord) must pay for the electricity

pay as you earn /,peɪ əz ju: 'ɜ:n/ *noun* a tax system, where income tax is deducted from the salary before it is paid to the worker. Abbreviation **PAYE** (NOTE: The US term is **pay-as-you-go**.)

pay-as-you-go /,peɪ əz ju: 'gəʊ/ *noun* **1.** US same as **pay as you earn** **2.** a payment system where the purchaser pays in small instalments as he or she uses the service

pay back /,peɪ 'bæk/ *verb* to give money back to someone ○ *Banks are warning students not to take out loans which they cannot pay back.* ○ *I lent him £50 and he promised to pay me back in a month.* ○ *He has never paid me back the money he borrowed.*

payback /'peɪbæk/ *noun* the act of paying back money which has been borrowed

payback clause /'peɪbæk kləʊz/ *noun* a clause in a contract which states the terms for repaying a loan

payback period /'peɪbæk ,pɪəriəd/ *noun* **1.** a period of time over which a loan is to be repaid or an investment is to pay for itself **2.** the length of time it will take to earn back the money invested in a project

pay-cheque /'peɪ tʃek/ *noun* a monthly cheque by which an employee

is paid (NOTE: The US spelling is **pay-check**.)

pay day /'peɪ deɪ/ *noun* a day on which wages are paid to employees (usually Friday for employees paid once a week, and during the last week of the month for employees who are paid once a month)

pay desk /'peɪ desk/ *noun* a place in a store where you pay for goods bought

pay differentials /'peɪ dɪfə'renʃəlz/ *plural noun* the difference in salary between employees in similar types of jobs. Also called **salary differentials**, **wage differentials**

pay down /peɪ 'daʊn/ *verb* □ **to pay money down** to make a deposit ○ *They paid £50 down and the rest in monthly instalments.*

paydown /'peɪdaʊn/ *noun* a repayment of part of a sum which has been borrowed

PAYE *abbreviation* pay as you earn

payee /'peɪi:/ *noun* a person who receives money from someone, or the person whose name is on a cheque

payer /'peɪə/ *noun* a person who gives money to someone

payer bank /'peɪə bæŋk/ *noun* a bank which pays a cheque drawn on one of its accounts

pay hike /'peɪ hɑ:k/ *noun* an increase in salary

paying /'peɪɪŋ/ *adjective* **1.** which makes a profit ○ *It is a paying business.* □ **it is not a paying proposition** it is not a business which is going to make a profit **2.** which pays ■ *noun* the act of giving money

paying agent /'peɪɪŋ ,eɪdʒənt/ *noun* a bank which pays dividend or interest to a bondholder

paying-in book /,peɪɪŋ 'ɪn bʊk/ *noun* a book of forms for paying money into a bank account or a building society account

paying-in slip /,peɪɪŋ 'ɪn slɪp/ *noun* a printed form which is filled in when money is being deposited in a bank

payment /'peɪmənt/ *noun* **1.** the act of giving money in exchange for goods or a service ○ *We always ask for payment in cash or cash payment and not payment by cheque.* ○ *The payment of*

interest or the interest payment should be made on the 22nd of each month. □ **payment on account** paying part of the money owed □ **payment on invoice** paying money as soon as an invoice is received □ **payment in kind** paying by giving goods or food, but not money □ **payment by results** money given which increases with the amount of work done or goods produced **2.** money paid □ **repayable in easy payments** repayable with small sums regularly

payment date /'peɪmənt deɪt/ *noun* a date when a payment should be or has been made

payment gateway /'peɪmənt ,geɪtweɪ/ *noun* software that processes online credit-card payments. It gets authorisation for the payment from the credit-card company and transfers money into the retailer's bank account.

payment holiday /'peɪmənt ,hɒlɪdeɪ/ *noun* a period when payments do not need to be made, especially when repaying a debt or a mortgage

payment order /'peɪmənt ,ɔ:də/ *noun* an order to someone to make a payment

pay negotiations /'peɪ nɪɡəʊʃi-,eɪʃ(ə)nəz/, **pay talks** /'peɪ tɔ:ks/ *plural noun* discussions between management and employees about pay increases

pay off /,peɪ 'ɒf/ *verb* **1.** to finish paying money which is owed for something ○ *He won the lottery and paid off his mortgage.* ○ *She is trying to pay off the loan by monthly instalments.* **2.** to terminate somebody's employment and pay all wages that are due ○ *When the company was taken over the factory was closed and all the workers were paid off.*

payoff /'peɪɒf/ *noun* money paid to finish paying something which is owed, such as money paid to a worker when his or her employment is terminated

‘...the finance director of the group is to receive a payoff of about £300,000 after deciding to leave the company and pursue other business opportunities’ [Times]

payoff period /'peɪɒf ,pɪəriəd/ *noun* same as **payback period**

pay out /,peɪ 'aʊt/ *verb* to give money ○ *The company pays out thousands of pounds in legal fees.* ○ *We have paid out half our profits in dividends.*

payout /'peɪəʊt/ *noun* money paid to help a company or person in difficulties, a subsidy ○ *The company only exists on payouts from the government.*

'...after a period of recession followed by a rapid boost in incomes, many tax payers embarked upon some tax planning to minimize their payouts' [Australian Financial Review]

pay package /'peɪ ,pækɪdʒ/ *noun* the salary and other benefits offered with a job ○ *The job carries an attractive pay package.*

pay packet /'peɪ ,pækɪt/ *noun* an envelope containing the pay slip and the cash pay

pay phone /'peɪ fəʊn/ *noun* a public telephone which works if you put coins into it

pay restraint /'peɪ rɪˌstreɪnt/ *noun* the process of keeping increases in wages under control

pay review /'peɪ rɪˌvjuː/ *noun* an occasion when an employee's salary is considered and usually increased ○ *I'm soon due for a pay review and hope to get a rise.*

pay rise /'peɪ raɪz/ *noun* an increase in pay

payroll /'peɪrəʊl/ *noun* 1. the list of people employed and paid by a company ○ *The company has 250 on the payroll.* 2. the money paid by a company in salaries ○ *The office has a weekly payroll of £10,000.*

payroll clerk /'peɪrəʊl klɑːk/ *noun* a person employed to administer the payment of employees. Also called **wages clerk**

payroll ledger /'peɪrəʊl ˌledʒə/ *noun* a list of staff and their salaries

payroll tax /'peɪrəʊl tæks/ *noun* a tax on the people employed by a company

pay scale /'peɪ skeɪl/ *noun* a table that sets out the range of pay offered for each grade of job in an organisation. Also called **salary scale, wage scale**

pay slip /'peɪ slɪp/, **pay statement** /'peɪ ,steɪtmənt/ *noun* a piece of paper showing the full amount of an employee's pay, and the money deducted as tax, pension and National Insurance contributions

pay threshold /'peɪ ˌθreʃhəʊld/ *noun* a point at which pay increases because of a threshold agreement

pay up /,peɪ 'ʌp/ *verb* to give money which is owed ○ *The company only paid up when we sent them a letter from our solicitor.* ○ *He finally paid up six months late.*

PC *abbreviation* personal computer

PCB *abbreviation* petty cash book

P/E *abbreviation* price/earnings

peak /pi:k/ *noun* the highest point ○ *The shares reached their peak in January.* ○ *The share index has fallen 10% since the peak in January.* ○ *Withdrawals from bank accounts reached a peak in the week before Christmas.* ○ *He has reached the peak of his career.* ■ *verb* to reach the highest point ○ *Productivity peaked in January.* ○ *Shares have peaked and are beginning to slip back.* ○ *He peaked early and never achieved his ambition of becoming managing director.* ○ *Demand peaks in August, after which sales usually decline.*

peak output /pi:k 'aʊtpʊt/ *noun* the highest output

peak year /'pi:k jɪə/ *noun* the year when the largest quantity of products was produced or when sales were highest

peanuts /'pi:nʌts/ *plural noun* a small amount of money (*informal*)

pecuniary /pɪ'kjuːniəri/ *adjective* referring to money □ *he gained no pecuniary advantage* he made no profit

peddle /'ped(ə)l/ *verb* to sell goods from door to door or in the street

peg /peg/ *verb* to maintain or fix something at a specific level □ *to peg a currency* to fix an exchange rate for a currency which previously was floating □ *to peg prices* to fix prices to stop them rising □ *to peg wage increases to the cost-of-living index* to limit increases in wages to the increases in the cost-of-living index ■ *noun* a hook to hang clothes on

P/E multiple /pi:'iː ,mʌltɪp(ə)l/ *noun* US same as **price/earnings ratio**

penalise /'pi:nəlaɪz/, **penalize** *verb* to punish or fine someone ○ *to penalise a supplier for late deliveries* ○ *They were penalised for bad time-keeping.*

penalty /'pen(ə)lti/ *noun* **1.** a punishment, often a fine, which is imposed if something is not done or is done incorrectly or illegally **2.** money withheld from an investor if he or she withdraws money from an interest-bearing account early

penalty clause /'pen(ə)lti kləʊz/ *noun* a clause which lists the penalties which will be imposed if the terms of the contract are not fulfilled ○ *The contract contains a penalty clause which fines the company 1% for every week the completion date is late.*

penalty-free /,pen(ə)lti 'fri:/ *adjective* without incurring any penalty, without losing any interest on money invested ○ *penalty-free withdrawal*

pence /pens/ *plural noun* **♠ penny**

penny /'peni/ *noun* **1.** *GB* a small coin, of which one hundred make a pound (NOTE: Written **p** after a figure: **26p**; the plural is **pence**.) **2.** *US* a small coin, one cent (*informal*) (NOTE: The plural in US English is **pennies**. In UK English, say 'pee' for the coin, and 'pee' or 'pence' for the amount: **a five 'pee' coin; it costs ten 'pee' or ten 'pence'.** In US English, say '**pennies**' for coins and '**cents**' for the amount.)

penny share /'peni ʃeə/ *noun* a very cheap share, costing about 10p or less than \$1 (NOTE: The US term is **penny stock**.)

COMMENT: These shares can be considered as a good speculation, since buying even large numbers of them does not involve a large amount of money, and the share price of some companies can rise dramatically; the price can of course fall, but in the case of penny shares, the loss is not likely to be as much as with shares with a higher market value.

pension /'penʃən/ *noun* money paid regularly to someone who no longer works ■ *verb* □ **to pension someone off** to ask someone to retire and take a pension

pensionable /'penʃənəb(ə)l/ *adjective* able to receive a pension

pensionable age /,penʃənəb(ə)l 'eɪdʒ/ *noun* an age after which someone can stop working and take a pension

pensionable service /,penʃənəb(ə)l 'sɜ:vɪs/ *noun* the period of service used in calculating pension

benefits from an occupational pension scheme

pension contributions /'penʃən kɒntrɪbju:ʃ(ə)nz/ *plural noun* money paid by a company or employee into a pension fund

pension drawdown /'penʃən ,drɔ:daʊn/ *noun* same as **income drawdown**

pension entitlement /'penʃən ɪn-,tɑ:t(ə)lmənt/ *noun* the amount of pension which someone has the right to receive when he or she retires

pensioner /'penʃənə/ *noun* a person who receives a pension

pension fund /'penʃən fʌnd/ *noun* a large sum of money made up of contributions from employees and their employer which provides pensions for retired employees

pension funds /'penʃ(ə)n fʌndz/ *plural noun* investments managed by pension companies to produce pensions for investors

pension plan /'penʃən plæn/, **pension scheme** /'penʃən ski:m/ *noun* a plan worked out by an insurance company which arranges for employees to pay part of their salary over many years and receive a regular payment when they retire

People's Bank of China /,pi:p(ə)lz bæŋk əv 'tʃaɪnə/ *noun* the Central Bank of China

PEP *abbreviation* Personal Equity Plan

peppercorn rent /,pepə:kɔ:n 'rent/ *noun* a very small or nominal rent ○ *to lease a property for or at a peppercorn rent* ○ *The charity pays only a peppercorn rent.*

per /pɜ:, pə/ *preposition* **1.** □ **as per** according to □ **as per invoice** as stated in the invoice □ **as per sample** as shown in the sample □ **as per previous order** according to the details given in our previous order **2.** for each □ **we pay £10 per hour** we pay £10 for each hour worked □ **the earnings per share** the dividend received for each share □ **the average sales per representative** the average sales achieved by one representative

'...a 100,000 square-foot warehouse generates \$600 in sales per square foot of space' [*Duns Business Month*]

PER *abbreviation* price/earnings ratio

per annum /pə 'ænəm/ *adverb* in a year ○ *What is their turnover per annum?* ○ *What is his total income per annum?* ○ *She earns over £100,000 per annum.*

P/E ratio /,pi: 'i: ,reɪʃəʊ/ ♦ **price/earnings ratio**

per capita /pə 'kæpɪtə/ *adjective, adverb* for each person □ **average income per capita** or **per capita income** average income of one person

per cent /pə 'sent/ *adjective, adverb* out of each hundred, or for each hundred □ **10 per cent** ten in every hundred ○ *What is the increase per cent?* ○ *Fifty per cent of nothing is still nothing.*

'...this would represent an 18 per cent growth rate – a slight slackening of the 25 per cent turnover rise in the first half' [*Financial Times*]

'...buildings are depreciated at two per cent per annum on the estimated cost of construction' [*Hongkong Standard*]

percentage /pə'sentɪdʒ/ *noun* an amount shown as part of one hundred

'...state-owned banks cut their prime rates a percentage point to 11%' [*Wall Street Journal*]

'...a good percentage of the excess stock was taken up during the last quarter' [*Australian Financial Review*]

'...the Federal Reserve Board, signalling its concern about the weakening American economy, cut the discount rate by one-half percentage point to 6.5%' [*Wall Street Journal*]

percentage discount /pə'sentɪdʒ dɪs'kaʊnt/ *noun* a discount calculated at an amount per hundred

percentage increase /pə'sentɪdʒ 'ɪnkri:s/ *noun* an increase calculated on the basis of a rate for one hundred

percentile /pə'sentaɪl/ *noun* one of a series of ninety-nine figures below which a percentage of the total falls

per contra /pɜ: 'kɒntrə/ *noun* words showing that a contra entry has been made

perform /pə'fɔ:m/ *verb* to do well or badly □ **how did the shares perform?** did the shares go up or down?

performance /pə'fɔ:məns/ *noun* 1. the way in which someone or something acts ○ *Last year saw a dip in the company's performance.* □ **the poor performance of the shares on the stock market** the fall in the share price on the stock market □ **as a measure of the**

company's performance as a way of judging if the company's results are good or bad □ **performance of staff against objectives** how staff have worked, measured against the objectives set 2. the way in which a share increases in value

'...inflation-adjusted GNP edged up at a 1.3% annual rate, its worst performance since the economic expansion began' [*Fortune*]

performance fund /pə'fɔ:məns fʌnd/ *noun* a fund invested in shares to provide capital growth, but probably with less dividend income than usual

performance incentive /pə'fɔ:məns ɪn'sentɪv/ *noun* an extra payment to reward an employee's performance at work

performance-linked bonus /pə'fɔ:məns ,lɪŋkt 'bɒnəs/ *noun* a bonus calculated according to the performance of a worker or group of workers

performance rating /pə'fɔ:məns ,reɪtɪŋ/ *noun* a judgement of how well a share or a company has performed

performance review /pə'fɔ:məns rɪ,vju:/ *noun* a yearly interview between a manager and each worker to discuss how the worker has worked during the year

performance share /pə'fɔ:məns ʃeə/ *noun* a share which is likely to show capital growth, though perhaps not income. These are usually riskier shares than those which provide income.

per head /pə 'hed/ *adverb* for each person ○ *Allow £15 per head for expenses.* ○ *Representatives cost on average £50,000 per head per annum.*

period /'pɪəriəd/ *noun* a length of time ○ *for a period of time* or *for a period of* months or *for a six-year period* ○ *sales over a period of three months* ○ *to deposit money for a fixed period*

periodic /,pɪəri'ɒdɪk/, **periodical** /,pɪəri'ɒdɪk(ə)l/ *adjective* happening from time to time ○ *a periodic review of the company's performance*

period of account /,pɪəriəd əv ə-'kaʊnt/ *noun* the period usually covered by a firm's accounts

period of qualification /,pɪəriəd əv kwɒlɪfɪ'keɪʃ(ə)n/ *noun* the time which has to pass before someone qualifies for something

perk /pɜ:k/ *noun* an extra item given by a company to employees in addition to their salaries (such as company cars or private health insurance) (*informal*) ○ *She earns a good salary and in addition has all sorts of perks.*

permanent /'pɜ:mənənt/ *adjective* which will last for a long time or for ever ○ *the permanent staff and part-timers* ○ *She has found a permanent job.* ○ *She is in permanent employment.*

permanent interest-bearing share /pɜ:mənənt ,intrəst ,beərɪŋ 'ʃeə/ *noun* a share issued by a building society to attract investment capital. Abbreviation **PIBS**

permit *noun* /'pɜ:mit/ an official document which allows someone to do something ■ *verb* /pə'mɪt/ to allow someone to do something ○ *This document permits you to export twenty-five computer systems.* ○ *The ticket permits three people to go into the exhibition.* ○ *Will we be permitted to use her name in the advertising copy?* ○ *Smoking is not permitted in the design studio.* (NOTE: **permitting – permitted**)

perpetual inventory /pə,pet,fjuəl 'ɪnvənt(ə)rɪ/ *noun* a stock recording and valuation system where each item of stock purchased is added to the total and each item sold is deducted, so that the stock figures are always correct and up-to-date

per pro /pə 'prəʊ/ *abbreviation* per procurationem ○ *The secretary signed per pro the manager.*

per procurationem /pə ,prɒkjʊrəsi'tʃʊnəm/ *preposition* 'a Latin phrase meaning 'on behalf of' or 'acting as the representative of'

perquisite /'pɜ:kwɪzɪt/ *noun* same as **perk**

person /'pɜ:s(ə)n/ *noun* **1.** someone (a man or a woman) ○ *an insurance policy which covers a named person* □ **the persons named in the contract** the people whose names are given in the contract □ **the document should be witnessed by a third person** someone who is not named in the document should witness it **2.** □ **in person** by doing something or going somewhere yourself, not through another person or means □ **this important package is to**

be delivered to the chairman in person the package has to be given to the chairman himself (and not to his secretary, assistant, etc.)

personal /'pɜ:s(ə)n(ə)l/ *adjective* referring to one person □ **apart from the family shares, she has a personal shareholding in the company** apart from shares belonging to her family as a group, she has shares which she owns herself □ **the car is for his personal use** the car is for him to use himself

personal allowance /pɜ:s(ə)n(ə)l ə'laʊəns/ *noun* a part of a person's income which is not taxed

personal assets /pɜ:s(ə)n(ə)l 'æsets/ *plural noun* moveable assets which belong to a person

personal banker /pɜ:s(ə)nəl 'bæŋkə/ *noun* a bank employee who looks after a client, and is the one whom the client contacts when there are problems

personal call /'pɜ:s(ə)n(ə)l kɔ:l/ *noun* **1.** a telephone call where you ask the operator to connect you with a particular person **2.** a telephone call not related to business ○ *Staff are not allowed to make personal calls during office hours.*

personal computer /pɜ:s(ə)n(ə)l kəm'pjʊtə/ *noun* a small computer which can be used by one person in the home or office. Abbreviation **PC**

personal customer /pɜ:s(ə)nəl 'kʌstəmə/ *noun* a private individual who has an account with a bank, as opposed to a business customer

Personal Equity Plan /pɜ:s(ə)nəl 'ekwɪtɪ plæn/ *noun* an account held under a UK-government-backed scheme to encourage share-ownership and investment in industry, allowing individual taxpayers to invest a certain amount of money in shares each year, and not pay tax on either the income or the capital gains, provided that the shares are held for a certain period of time. Abbreviation **PEP**

COMMENT: There are several types of equity PEP: the single company PEP, where only shares in one company are allowed, and the general PEP, where shares in several companies can be held or other types of investment.

Personal Identification Number /ˌpɜːs(ə)n(ə)l ˌaɪdɪntɪfɪˈkeɪʃ(ə)n ˌnʌmbə/ *noun* a unique number allocated to the holder of a cash card or credit card, by which he or she can enter an automatic banking system, as for example to withdraw cash from a cash machine or to pay in a store. Abbreviation **PIN**

personal income /ˌpɜːs(ə)n(ə)l ˈɪnkʌm/ *noun* the income received by an individual person before tax is paid

Personal Investment Authority /ˌpɜːs(ə)n(ə)l ɪnˈvestmənt ɔːθərɪti/ *noun* a self-regulatory body which regulates the activities of financial advisers, insurance brokers and others who give financial advice or arrange financial services for small clients. Abbreviation **PIA**

personalised /ˌpɜːs(ə)nəlaɪzd/, **personalized** *adjective* with the name or initials of a person printed on it ○ *She has a personalised briefcase.*

personal loan /ˌpɜːs(ə)nəl ˈləʊn/ *noun* a loan to a person for household or other personal use, not for business use

personal pension plan /ˌpɜːs(ə)n(ə)l ˈpenʃən plæn/ *noun* a pension plan which applies to one employee only, usually a self-employed person, not to a group. Abbreviation **PPP**

personal property /ˌpɜːs(ə)n(ə)l ˈprɒpəti/ *noun* things which belong to a person ○ *The fire caused considerable damage to personal property.*

personal sector /ˌpɜːs(ə)nəl ˈsektə/ *noun* the part of the investment market which is owned by private investors (as opposed to the corporate or institutional sector)

personnel department /ˌpɜːsəˈnel dɪˌpɑːtmənt/ *noun* same as **human resources department**

personnel officer /ˌpɜːsəˈnel ˌɒfɪsə/ *noun* same as **human resources officer**

person-to-person call /ˌpɜːs(ə)n tə ˈpɜːs(ə)n kɔːl/ *noun* a telephone call where you ask the operator to connect you with a named person

peseta /pəˈseɪtə/ *noun* a unit of currency used before the euro in Spain

(NOTE: Usually written **ptas** after a figure: **2,000ptas.**)

peso /ˈpeɪsəʊ/ *noun* a unit of currency used in Mexico and many other countries such as Argentina, Bolivia, Chile, Colombia, Cuba, the Dominican Republic, the Philippines and Uruguay

pessimism /ˈpesɪmɪz(ə)m/ *noun* a state of mind in which you expect that everything will turn out badly ○ *There is considerable pessimism about job opportunities.*

pessimistic /ˌpesɪˈmɪstɪk/ *adjective* feeling sure that things will work out badly ○ **he takes a pessimistic view of the exchange rate** he expects the exchange rate to fall

peter out /ˌpiːtə ˈaʊt/ *verb* to come to an end gradually

‘...economists believe the economy is picking up this quarter and will do better in the second half of the year, but most expect growth to peter out next year’ [*Sunday Times*]

Peter principle /ˈpiːtə ˌprɪnsɪp(ə)l/ *noun* a law, based on wide experience, that people are promoted until they occupy positions for which they are incompetent

petrocurrency /ˈpetrəʊkʌrənsi/ *noun* a foreign currency which is earned by exporting oil

petrodollar /ˈpetrəʊdɒlə/ *noun* a dollar earned by a country from exporting oil, then invested outside that country

petroleum /pəˈtrəʊliəm/ *noun* raw natural oil, found in the ground

petroleum industry /pəˈtrəʊliəm ˌɪndəstri/ *noun* an industry which uses petroleum to make other products (e.g. petrol or soap)

petroleum products /pəˈtrəʊliəm ˈprɒdʌkts/ *plural noun* products (such as petrol, soap and paint) which are made from crude petroleum

petroleum revenues /pəˈtrəʊliəm ˌrevənjuːz/ *plural noun* income from selling oil

petty /ˈpeti/ *adjective* not important

petty cash /ˌpeti ˈkæʃ/ *noun* a small amount of money kept in an office to pay small debts

petty cash book /ˌpeti ˈkæʃ bʊk/ *noun* a book in which petty cash payments are noted. Abbreviation **PCB**

petty cash box /ˌpeti 'kæʃ bɒks/ *noun* a locked metal box in an office where the petty cash is kept

petty expenses /ˌpeti ɪk'spensɪz/ *plural noun* small sums of money spent

PGP *noun* a method of encrypting information so that only the intended recipient can read the message; often used to send credit card details via electronic mail. Full form **pretty good privacy**

phase /feɪz/ *noun* a period or part of something which takes place ○ *the first phase of the expansion programme*

phase in /ˌfeɪz 'ɪn/ *verb* to bring something in gradually ○ *The new invoicing system will be phased in over the next two months.*

'...the budget grants a tax exemption for \$500,000 in capital gains, phased in over the next six years' [*Toronto Star*]

phase out /ˌfeɪz 'aʊt/ *verb* to remove something gradually ○ *Smith Ltd will be phased out as a supplier of spare parts.*

phoenix company /'fiːnɪks ,kʌmp(ə)ni/ *noun* a company formed by the directors of a company which has gone into receivership, which trades in the same way as the first company, and in most respects (except its name) seems to be exactly the same as the first company

'...the prosecution follows recent calls for a reform of insolvency legislation to prevent directors from leaving behind a trail of debt while continuing to trade in phoenix companies – businesses which fold only to rise again, often under a slightly different name in the hands of the same directors and management' [*Financial Times*]

physical market /ˌfɪzɪk(ə)l 'mɑːkɪt/ *noun* a commodity market where purchasers actually buy the commodities (as opposed to the futures market, where they buy and sell the right to purchase commodities at a future date)

physical price /ˌfɪzɪk(ə)l praɪs/ *noun* a current cash price for a commodity for immediate delivery

physicals /ˌfɪzɪk(ə)lz/ *plural noun* actual commodities which are sold on the current market (as opposed to futures)

physical stock check /ˌfɪzɪk(ə)l 'stɒk tʃek/ *noun* the task of counting actual items of stock (and then checking this figure against stock records)

PIA *abbreviation* Personal Investment Authority

PIB *abbreviation* permanent interest-bearing share

pick /pɪk/ *noun* a thing chosen ○ *the former research analyst never before talked to the press about his stock picks* ■ *verb* to choose ○ *The board picked the finance director to succeed the retiring MD.* ○ *The Association has picked Paris for its next meeting.* □ **to pick stocks** to select which shares to buy

picking /'pɪkɪŋ/ *noun* ◇ **stockpicking**

pick up /ˌpɪk 'ʌp/ *verb* **1.** to get better or to improve ○ *Business or Trade is picking up.* **2.** to fetch something or someone in a vehicle ○ *The company sent a driver to pick him up at the airport.* ○ *We sent a courier to pick up the packet and deliver it to the designer.*

piece rate /'piːs reɪt/ *noun* a rate of pay calculated as an amount for each product produced or for each piece of work done and not as an amount for each hour worked ○ *to earn piece rates*

piecework /'piːswɜːk/ *noun* work for which employees are paid in accordance with the number of products produced or pieces of work done and not at an hourly rate

pieceworker /'piːswɜːkə/ *noun* a person who is employed at a piece rate

pie chart /'paɪ tʃɑːt/ *noun* a diagram where information is shown as a circle cut up into sections of different sizes

piggybacking /'pɪɡɪbækɪŋ/ *noun* *US* the practice of selling existing shares in a company, as well as new shares being offered for sale for the first time

pilot /'paɪlət/ *noun* a test project, undertaken to see whether something is likely to be successful or profitable

PIN *abbreviation* Personal Identification Number

pink slip /pɪŋk 'slɪp/ *noun* *US* an official letter of dismissal given to an employee (in place of a final interview)

Pink 'Un /'pɪŋk ən/ *noun* same as **Financial Times** (*informal*)

pit /pɪt/ *noun* *US* the area of a stock exchange or of a commodities exchange where dealers trade

place /pleɪs/ *verb* to put □ **to place money in an account** to deposit money in an account □ **to place a block of shares** to find a buyer for a block of shares □ **to place a contract** to decide that a certain company shall have the contract to do work □ **to place something on file** to file something □ **to place an issue** to find buyers (usually a small number of investors) for all of a new issue of shares

placement /ˈpleɪsmənt/ *noun* 1. the act of finding work for someone ○ *The bureau specialises in the placement of former executives.* 2. *US* the act of finding buyers for an issue of new shares (NOTE: The UK term is **placing**.)

placing /ˈpleɪsɪŋ/ *noun* the act of finding a single buyer or a group of institutional buyers for a large number of shares in a new company or a company that is going public □ **the placing of a line of shares** finding a purchaser for a block of shares which was overhanging the market

plaintiff /ˈpleɪntɪf/ *noun* a person who starts an action against someone in the civil courts (NOTE: Since April 1999, this term has been replaced by **claimant**.)

plain vanilla swap /ˈpleɪn vənɪlə ˈswɒp/ *noun* an interest rate swap, where a company with fixed interest borrowings may swap them for variable interest borrowings of another company

plan /plæn/ *noun* 1. an idea of how something should be done, which has been decided on and organised in advance □ **the government's economic plans** the government's proposals for running the country's economy 2. an organised way of doing something ○ *an investment plan* ○ *a pension plan* ○ *a savings plan* ■ *verb* to organise carefully how something should be done in the future □ **to plan for an increase in bank interest charges** to change a way of doing things because you think there will be an increase in bank interest charges □ **to plan investments** to propose how investments should be made

‘...the benefits package is attractive and the compensation plan includes base, incentive and car allowance totalling \$50,000+’
[*Globe and Mail (Toronto)*]

planned economy /ˈplænd ɪ-ˈkɒnəmi/ *noun* a system where the gov-

ernment plans all business activity, regulates supply, sets production targets and itemises work to be done. Also called **command economy**, **central planning**

planner /ˈplænə/ *noun* a person who plans □ **the government's economic planners** people who plan the future economy of the country for the government

planning /ˈplæniŋ/ *noun* the process of organising how something should be done in the future ○ *Setting up a new incentive scheme with insufficient planning could be a disaster.* ○ *The long-term planning or short-term planning of the project has been completed.*

‘...buildings are closely regulated by planning restrictions’ [*Investors Chronicle*]

plastic money /ˈplæstɪk ˈmʌni/ *noun* credit cards and charge cards

platinum /ˈplætɪnəm/ *noun* a rare precious metal traded on bullion markets

platinum card /ˈplætɪnəm kɑːd/ *noun* a special credit card for people with very large incomes

play /pleɪ/ *noun* □ **in play** likely to be the object of a takeover □ **company in play** company which is being targeted by several takeover bids

Plc, PLC, plc *abbreviation* public limited company

pledge /pledʒ/ *noun* an object given to a pawnbroker as security for money borrowed □ **to redeem a pledge** to pay back a loan and interest and so get back the security ■ *verb* □ **to pledge share certificates** to deposit share certificates with a lender as security for money borrowed (the title to the certificates is not transferred and the certificates are returned when the debt is repaid)

pledgee /ˈpledʒiː/ *noun* a person who receives an item as a pledge against a loan

pledgor /ˈpledʒɔː/ *noun* a person who pledges a piece of his or her property as security for a loan

plenary meeting /ˈpliːnəri ˈmiːtɪŋ/, **plenary session** /ˈpliːnəri ˈseʃn/ *noun* a meeting at a conference when all the delegates meet together

plough back /ˈplau ˈbæk/ *verb* (NOTE: The US spelling is **plow back**.)

□ **to plough back profits into the company** to invest the profits in the business (and not pay them out as dividends to the shareholders) by using them to buy new equipment or to create new products

plug /plʌg/ *verb* to block or to stop ○ *The company is trying to plug the drain on cash reserves.* (NOTE: **plugging** – **plugged**)

plummet /'plʌmɪt/, **plunge** /plʌndʒ/ *verb* to fall sharply ○ *Share prices plummeted or plunged on the news of the devaluation.*

'...in the first six months of this year secondhand values of tankers have plummeted by 40%' [*Lloyd's List*]

'...crude oil output plunged during the past month' [*Wall Street Journal*]

plus *preposition* /plʌs/ added to ○ *Her salary plus commission comes to more than £45,000.* ○ *Production costs plus overheads are higher than revenue.* ■ *adverb* more than □ **houses valued at £100,000 plus** houses valued at over £100,000 ■ *adjective* /plʌs/ favourable, good and profitable ○ *A plus factor for the company is that the market is much larger than they had originally thought.* □ **the plus side of the account** the credit side of the account □ **on the plus side** this is a favourable point ○ *On the plus side, we must take into account the new product line.* ■ *noun* /plʌs/ **1.** a printed sign (+) showing an addition or increase ○ *At the end of the day the index showed a series of pluses, with very few minuses.* **2.** a good or favourable point ○ *To have achieved £1m in new sales in less than six months is certainly a plus for the sales team.* ○ *His marketing experience is a definite plus.*

p.m. /pi: 'em/ *adverb* in the afternoon or in the evening, after 12 o'clock midday ○ *The train leaves at 6.50 p.m.* ○ *If you phone New York after 6 p.m. the calls are at a cheaper rate.* (NOTE: The US spelling is **P.M.**)

pocket /'pɒkɪt/ *noun* □ **to be £25 in pocket** to have made a profit of £25 □ **to be £25 out of pocket** to have lost £25

point /pɔɪnt/ *noun* **1.** a place or position **2.** same as **decimal point** **3.** a unit for calculations □ **the dollar gained two points** the dollar increased in value against another currency by two hundredths of a cent □ **the exchange fell**

ten points the stock market index fell by ten units

'...sterling M3, the most closely watched measure, rose by 13% in the year to August – seven percentage points faster than the rate of inflation' [*Economist*]

'...banks refrained from quoting forward US/Hongkong dollar exchange rates as premiums of 100 points replaced discounts of up to 50 points' [*South China Morning Post*]

point of sale /,pɔɪnt əv 'seɪl/ *noun* a place where a product is sold, e.g. a shop. Abbreviation **POS**

point-of-sale material /,pɔɪnt əv 'seɪl məʊntəriəl/ *noun* display material to advertise a product where it is being sold, e.g. posters or dump bins. Abbreviation **POS material**

point of sale terminal /,pɔɪnt əv 'seɪl ,tɜ:tmɪn(ə)l/ *noun* an electronic cash terminal at a pay desk which records transactions and stock movements automatically when an item is bought. Abbreviation **POS terminal**

poison pill /,pɔɪz(ə)n 'pɪl/ *noun* an action taken by a company to make itself less attractive to a potential takeover bid

COMMENT: In some cases, the officers of a company will vote themselves extremely high redundancy payments if a takeover is successful; or a company will borrow large amounts of money and give it away to the shareholders as dividends, so that the company has an unacceptably high level of borrowing.

polarisation /,pəʊləraɪ'zeɪʃ(ə)n/, **polarization** *noun* a provision of the Financial Services Act by which a financial adviser must either be tied to one financial product provider, or completely independent

police record /pə'li:s 'rekɔ:d/ *noun* a note of previous crimes for which someone has been convicted ○ *He did not say that he had a police record.*

policy /'pɒlɪsi/ *noun* **1.** a course of action or set of principles determining the general way of doing something ○ *a company's trading policy* ○ *The country's economic policy seems to lack any direction.* ○ *We have a policy of only hiring qualified staff.* ○ *Our policy is to submit all contracts to the legal department.* □ **company policy** the company's agreed plan of action or the company's way of doing things ○ *What is the com-*

pany policy on credit? ○ *It is against company policy to give more than thirty days' credit.* **2.** a contract for insurance □ **to take out a policy** to sign the contract for an insurance and start paying the premiums ○ *She took out a life insurance policy or a house insurance policy.*

policyholder /'pɒlɪsi ˌhəʊldə/ *noun* a person who is insured by an insurance company

pool /pu:l/ *noun* **1.** an unused supply ○ *a pool of unemployed labour or of expertise* **2.** *US* a group of mortgages and other collateral used to back a loan ■ **verb** □ **to pool resources** to put all resources together so as to be more powerful or profitable □ **to pool interests** to exchange shares between companies when a merger takes place

poor /pɔ:/ *adjective* **1.** without much money ○ *The company tries to help the poorest members of staff with loans.* ○ *It is one of the poorest countries in the world.* **2.** not very good ○ *poor quality* ○ *poor service* ○ *poor performance by office staff* ○ *poor organisation of working methods*

poorly /'pɔ:li/ *adverb* badly ○ *The offices are poorly laid out.* ○ *The plan was poorly presented.* □ **poorly-paid staff** staff with low wages

population /ˌpɒpjʊˈleɪʃ(ə)n/ *noun* **1.** all the people living in a particular country or area ○ *Paris has a population of over three million.* ○ *Population statistics show a rise in the 18–25 age group.* ○ *Population trends have to be taken into account when drawing up economic plans.* ○ *The working population of the country is getting older.* **2.** the group of items or people in a survey or study

population forecast /ˌpɒpjʊˈleɪʃ(ə)n ˌfɔ:ka:st/ *noun* a calculation of how many people will be living in a country or in a town at some point in the future

pork bellies /'pɔ:k ˌbelɪz/ *plural noun* meat from the underside of pig carcasses used to make bacon, traded as futures on some American exchanges

portability /ˌpɔ:təˈbɪlɪti/ *noun* the fact of being able to be moved around

portable /'pɔ:təb(ə)l/ *adjective* which can be carried ○ *a portable computer* ■ *noun* □ **a portable** a computer or type-

writer which can be carried ○ *He keys all his orders on his portable and then emails them to the office.*

portable pension /ˌpɔ:təb(ə)l ˈpenʃən/, **portable pension plan** /ˌpɔ:təb(ə)l ˈpenʃən plæn/ *noun* a pension entitlement which can be moved from one company to another without loss (as an employee changes jobs)

portfolio /pɔ:tˈfəʊliəʊ/ *noun* **1.** □ **a portfolio of shares** all the shares owned by a single investor **2.** a folder containing a selection of samples ○ *The student brought a portfolio of designs to show the design department manager.*

portfolio investments /pɔ:tˈfəʊliəʊ ɪnˈvestmənts/ *plural noun* investments in shares and government stocks (as opposed to investments in property, etc.)

portfolio management /pɔ:tˈfəʊliəʊ ˌmænɪdʒmənt/ *noun* the buying and selling shares to make profits for a single investor

portfolio manager /pɔ:tˈfəʊliəʊ ˌmænɪdʒə/ *noun* a person who manages a share portfolio

portfolio theory /pɔ:tˈfəʊliəʊ θɪəri/ *noun* a basis for managing a portfolio of investments (a mix of safe stocks and more risky ones)

portfolio value /pɔ:tˈfəʊliəʊ ˌvælju:/ *noun* the value of someone's portfolio of investments

POS, p.o.s. *abbreviation* point of sale
position /pəˈzɪʃ(ə)n/ *noun* **1.** a situation or state of affairs □ **what is the cash position?** what is the state of the company's current account? □ **to cover a position** to have enough money to pay for a forward purchase **2.** the state of a person's current financial holding in a stock □ **to close a position** to arrange your affairs so that you no longer have any liability to pay (as by selling all your securities or when a purchaser of a futures contract takes on a sales contract for the same amount to offset the risk) □ **to take a bear position** to act on the assumption that the market will fall □ **to take a position in a share** to buy shares on your own account, expecting to sell them later at a profit

positioning /pəˈzɪʃ(ə)nɪŋ/ *noun* the promotion of a product in a particular area of a market

position of trust /pəˌzɪʃ(ə)n əv 'trʌst/ *noun* a job in which a person is trusted to act correctly and honestly

positive /'pɒzɪtɪv/ *adjective* meaning 'yes' ○ *The board gave a positive reply.*

positive carry /'pɒzɪtɪv 'kæri/ *noun* a deal where the cost of the finance is less than the return

positive cash flow /'pɒzɪtɪv 'kæʃ fləʊ/ *noun* a situation where more money is coming into a company than is going out

positive yield curve /'pɒzɪtɪv 'jɪːld kɜːv/ *noun* a situation where the yield on a short-term investment is less than that on a long-term investment

POS material /ˌpiː əʊ 'es məˌtɪəriəl/ *abbreviation* point-of-sale material

possess /pə'zes/ *verb* to own something ○ *The company possesses property in the centre of the town.* ○ *He lost all he possessed in the collapse of his company.* Compare **repossess**

possession /pə'zeʃ(ə)n/ *noun* the fact of owning or having something □ **the documents are in his possession** he is holding the documents

possessions /pə'zeʃ(ə)nz/ *plural noun* property, things owned ○ *They lost all their possessions in the fire.* Compare **repossession**

post /pəʊst/ *noun* a system of sending letters and parcels from one place to another ○ *to send an invoice by post* ○ *He put the letter in the post.* ○ *The cheque was lost in the post.* □ **to send a reply by return of post** to reply to a letter immediately ■ **verb** 1. to send a letter or parcel by post 2. to record or enter something □ **to post an entry** to transfer an entry to an account □ **to post up a ledger** to keep a ledger up to date 3. □ **to post an increase** to let people know that an increase has taken place

'Toronto stocks closed at an all-time high, posting their fifth day of advances in heavy trading' [*Financial Times*]

postal /'pəʊst(ə)l/ *adjective* referring to the post

postal account /'pəʊst(ə)l əˌkaʊnt/ *noun* a bank account where all dealings are done by post, so reducing overhead costs and allowing a higher interest to be paid

postal ballot /'pəʊst(ə)l ˌbælət/, **postal vote** /'pəʊst(ə)l vəʊt/ *noun* an election where the voters send their ballot papers by post

postal charges /'pəʊst(ə)l ˌtʃɑːdʒɪz/ *plural noun* money to be paid for sending letters or parcels by post ○ *Postal charges are going up by 10% in September.*

postal order /'pəʊst(ə)l ˌɔːdə/ *noun* a document bought at a post office, used as a method of paying small amounts of money by post

post-balance sheet event /pəʊst ˌbæləns ʃiːt rɪ'vent/ *noun* something which happens after the date when the balance sheet is drawn up, and before the time when the balance sheet is officially approved by the directors, which affects a company's financial position

postdate /ˌpəʊst'deɪt/ *verb* to put a later date on a document ○ *He sent us a postdated cheque.* ○ *His cheque was postdated to June.*

post-earnings-announcement drift /pəʊst ˌɜːnɪŋz əˌnaʊnsmənt drɪft/ *noun* an unexplained downward movement of shares in companies following announcements that quarterly earnings have exceeded expectations

posting /'pəʊstɪŋ/ *noun* the action of entering transactions in accounts

potential /pə'tenʃəl/ *adjective* possible □ **potential customers** people who could be customers □ **potential market** a market which could be exploited ■ *noun* the possibility of becoming something □ **a share with a growth potential or with a potential for growth** a share which is likely to increase in value □ **a product with considerable sales potential** a product which is likely to have very large sales □ **to analyse the market potential** to examine the market to see how large it possibly is

'...career prospects are excellent for someone with growth potential' [*Australian Financial Review*]

'...for sale: established general cleaning business; has potential to be increased to over 1 million dollar turnover' [*Australian Financial Review*]

pound /paʊnd/ *noun* 1. a measure of weight (= 0.45 kilos) ○ *to sell oranges by the pound* ○ *a pound of oranges* ○ *Oranges cost 50p a pound.* (NOTE: Usually written **lb** after a figure: **25lb**.)

Note also that the pound is now no longer officially used in the UK.) **2.** a unit of currency used in the UK and many other countries including Cyprus, Egypt, Lebanon, Malta, Sudan, Syria and, before the euro, Ireland

poundage /'paʊndɪdʒ/ *noun* a rate charged per pound in weight

pound-cost averaging /,paʊnd kɒst 'æv(ə)rɪdʒɪŋ/ *noun* the practice of buying securities at different times, but always spending the same amount of money

pound sterling /paʊnd 'stɜːlɪŋ/ *noun* the official term for the British currency

power /'paʊə/ *noun* **1.** strength or ability □ **the power of a consumer group** ability of a group to influence the government or manufacturers **2.** a force or legal right □ **the full power of the law** the full force of the law when applied ○ *We will apply the full power of the law to get possession of our property again.* ○ *There was a power struggle in the boardroom, and the finance director had to resign.*

power of appointment /,paʊər əv ə'pɔɪntmənt/ *noun* the power of a trustee to dispose of interests in property to another person

power of attorney /,paʊər əv ə-'tɜːni/ *noun* a legal document which gives someone the right to act on someone's behalf in legal matters

p.p. *abbreviation* per procuracionem ■ *verb* □ **to p.p. a letter** to sign a letter on behalf of someone ○ *Her assistant p.p.'d the letter while the manager was at lunch.*

PPP *abbreviation* personal pension plan

practice /'præktɪs/ *noun* a way of doing things, a custom or habit ○ *His practice was to arrive at work at 7.30 and start counting the cash.* □ **restrictive practices** ways of working which make people less free (such as when trade unions stop workers from doing certain jobs, or stores do not allow customers a free choice of product)

'...the EC demanded international arbitration over the pricing practices of the provincial boards' [*Globe and Mail (Toronto)*]

preannouncement /,priːə-'naʊnsmənt/ *noun* an announcement of

something earlier than the date on which it should normally be announced

precautionary measure /prɪ-'kɔːʃ(ə)n(ə)rɪ ,meʒə/ *noun* an action taken to prevent something unwanted taking place

precious metals /,preʃəs 'met(ə)lz/ *plural noun* very valuable metals, such as gold and platinum

predator /'predətə/ *noun* an individual (or company) who spends most of the time looking for companies to purchase cheaply

predict /prɪ'dɪkt/ *verb* to say that something will happen in the future

predictability /prɪ,dɪktə'bɪlɪti/ *noun* the ability to be predicted

pre-empt /prɪ:'empt/ *verb* to stop something happening or stop someone doing something by taking action quickly before anyone else can ○ *They staged a management buyout to pre-empt a takeover bid.*

pre-emption right /prɪ:'empʃən raɪt/ *noun* the right of an existing shareholder to be first to buy a new stock issue

pre-emptive /prɪ:'emptɪv/ *adjective* which is done before anyone else takes action in order to stop something happening □ **pre-emptive strike against a takeover bid** rapid action taken to prevent a takeover bid

preference /'pref(ə)rəns/ *noun* **1.** a thing which someone prefers ○ *the customers' preference for small corner shops* **2.** a thing which has an advantage over something else

preference shareholder /,pref(ə)rəns 'ʃeəhəʊldə/ *noun* an owner of preference shares

preference shares /'pref(ə)rəns ʃeəz/ *plural noun* shares (often with no voting rights) which receive their dividend before all other shares and are repaid first (at face value) if the company goes into liquidation (NOTE: The US term is **preferred stock**.)

COMMENT: Preference shares, because they have less risk than ordinary shares, normally carry no voting rights.

preferential /,prefə'renʃəl/ *adjective* showing that something is preferred more than another

preferential creditor /ˌprefəˈrenʃ(ə)l ˈkredɪtə/, **preferred creditor** /ˌpriːfɜːd ˈkredɪtə/ *noun* a creditor who must be paid first if a company is in liquidation

preferred shares /ˌpriːfɜːd ˈʃeəz/, **preferred stock** /ˌpriːfɜːd ˈstɒk/ *plural noun* same as **preference shares**

pre-financing /priːˈfaɪnænsɪŋ/ *noun* financing in advance

prelim /ˈpriːlɪm/ *noun* same as **preliminary announcement** (*informal*)

preliminary /ˌpriːlɪmɪn(ə)ri/ *adjective* early, happening before anything else

‘...preliminary indications of the level of business investment and activity during the March quarter will be available this week’ [*Australian Financial Review*]

preliminary announcement /ˌpriːlɪmɪn(ə)ri ˈəˌnaʊnsmənt/ *noun* an announcement of a company’s full-year results, given out to the press before the detailed annual report is released

preliminary prospectus /ˌpriːlɪmɪn(ə)ri prəˈspektəs/ *noun* same as **pathfinder prospectus**

pre-market trading /priː ˈmɑːkɪt ˈtreɪdɪŋ/ *noun* trading that takes place before a Stock Exchange officially opens in the morning

premium *noun* /ˈpriːmiəm/ **1.** a regular payment made to an insurance company for the protection provided by an insurance policy **2.** an amount to be paid to a landlord or a tenant for the right to take over a lease ○ *flat to let with a premium of £10,000* ○ *annual rent: £8,500, premium: £25,000* **3.** an extra sum of money in addition to a normal charge, wage, price or other amount **4.** a gift, discount or other incentive to encourage someone to buy ■ *adjective* **1.** of very high quality **2.** very high

‘...greenmail, the practice of buying back stock at a premium from an acquirer who threatens a takeover’ [*Duns Business Month*]

‘...responsibilities include the production of premium quality business reports’ [*Times*]

premium bond /ˈpriːmiəm bɒnd/ *noun* a government bond, part of the National Savings scheme, which pays no interest, but gives the owner the chance to win a weekly or monthly prize

premium income /ˌpriːmiəm ˈɪŋkʌm/ *noun* income which an insur-

ance company derives from premiums paid by insured persons

premium offer /ˈpriːmiəm ˌɒfə/ *noun* a free gift offered to attract more customers

prepaid /ˌpriːˈpeɪd/ *adjective* paid in advance

prepaid reply card /ˌpriːˈpeɪd rɪˈplai kɑːd/ *noun* a stamped addressed card which is sent to someone so that they can reply without paying the postage

prepay /priːˈpeɪ/ *verb* to pay something in advance (NOTE: **prepaying** – **prepaid**)

prepayment /ˌpriːˈpeɪmənt/ *noun* **1.** a payment in advance, or the act of paying in advance □ **to ask for prepayment of a fee** to ask for the fee to be paid before the work is done **2. US** the repayment of the principal of a loan before it is due

prepayment penalty /ˌpriːˈpeɪmənt ˌpen(ə)lti/ *noun* *US* a charge levied on someone who repays a loan (such as a mortgage) before it is due

present *adjective* /ˈprez(ə)nt/ **1.** happening now ○ *The shares are too expensive at their present price.* ○ *What is the present address of the company?* **2.** being there when something happens ○ *Only six directors were present at the board meeting.* ■ *verb* /ˈprez(ə)nt/ **to** bring or send and show a document □ **to present a bill for acceptance** to present a bill for payment by the person who has accepted it □ **to present a bill for payment** to send a bill to be paid

presentation /ˌprez(ə)nˈteɪʃ(ə)n/ *noun* the showing of a document □ **cheque payable on presentation** a cheque which will be paid when it is presented □ **free admission on presentation of this card** you do not pay to go in if you show this card

presentment /ˌpriːz(ə)ntmənt/ *noun* *US* same as **presentation**

present value /ˌprez(ə)nt ˈvæljuː/ *noun* **1.** the value something has now ○ *In 1984 the pound was worth five times its present value.* **2.** the value now of a specified sum of money to be received in the future, if invested at current interest rates. Abbreviation **PV**

COMMENT: The present value of a future sum of money is found by discounting that

future sum, and can be used to decide how much money to invest now at current interest rates in order to receive the sum you want to have in a given number of years' time.

press /pres/ *noun* newspapers and magazines ○ *We plan to give the product a lot of press publicity.* ○ *There was no mention of the new product in the press.*

press conference /'pres,kənfi(ə)rəns/ *noun* a meeting where newspaper and TV reporters are invited to hear news of something such as a new product or a takeover bid

press coverage /'pres,kʌv(ə)rɪdʒ/ *noun* reports about something in newspapers, and magazines and other media ○ *The company had good press coverage for the launch of its new model.*

press cutting /'pres,kʌtɪŋ/ *noun* a piece cut out of a newspaper or magazine which refers to an item which you find interesting ○ *We have kept a file of press cuttings about the new car.*

pressing /'presɪŋ/ *adjective* urgent □ **pressing engagements** meetings which have to be attended □ **pressing bills** bills which have to be paid

press recommendation /'pres,rekəmen,deɪf(ə)n/ *noun* a share which has been tipped as a good buy in the financial column of a newspaper

press release /'pres,rɪlɪs/ *noun* a sheet giving news about something which is sent to newspapers and TV and radio stations so that they can use the information ○ *The company sent out a press release about the launch of the new car.*

pressure /'preʃə/ *noun* something which forces you to do something □ **he was under considerable financial pressure** he was forced to act because he owed money □ **to put pressure on someone to do something** to try to force someone to do something ○ *The group tried to put pressure on the government to act.* ○ *The banks put pressure on the company to reduce its borrowings.* □ **working under high pressure** working with customers asking for supplies urgently or with a manager telling you to work faster □ **the pound has come under pressure on the foreign exchanges** many people

have been trying to sell pounds, and this has brought down its exchange rate ○ *The group tried to put pressure on the government to act.* ○ *The banks put pressure on the company to reduce its borrowings.*

pressure group /'preʃəgru:p/ *noun* a group of people who try to influence the government, the local town council or some other organisation

pre-tax /'pri:tæks/, **pretax** *adjective* before tax has been deducted or paid

'...the company's goals are a growth in sales of up to 40 per cent, a rise in pre-tax earnings of nearly 35 per cent and a rise in after-tax earnings of more than 25 per cent' [Citizen (Ottawa)]

'EC regulations which came into effect in July insist that customers can buy cars anywhere in the EC at the local pre-tax price' [Financial Times]

pretax profit /,pri:tæks 'prɒfɪt/ *noun* the amount of profit a company makes before taxes are deducted ○ *The dividend paid is equivalent to one quarter of the pretax profit.* Also called **profit before tax**, **profit on ordinary activities before tax**

pretax profit margin /,pri:tæks 'prɒfɪt,mɑ:dʒɪn/ *noun* the pretax profit shown as a percentage of turnover in a profit and loss account

previous /'prɪvɪəs/ *adjective* which happens earlier or which existed before ○ *List all previous positions with the salaries earned.*

previous balance /,prɪvɪəs 'bæləns/ *noun* a balance in an account at the end of the accounting period before the current one

prey /preɪ/ *noun* company which is being attacked by another (the 'predator') in a takeover bid

price /praɪs/ *noun* money which has to be paid to buy something □ **asking price** price which the seller is hoping to be paid for the item when it is sold □ **competitive price** a low price aimed to compete with a rival product □ **to sell goods off at half price** to sell goods at half the price at which they were being sold before □ **cars in the £18-19,000 price range** cars of different makes, selling for between £18,000 and £19,000 □ **price ex warehouse** the price for a product which is to be collected from the manufacturer's or agent's warehouse and so does not include de-

livery □ **to increase in price** to become more expensive ○ *Petrol has increased in price or the price of petrol has increased.* □ **to increase prices, to raise prices** to make items more expensive □ **we will try to meet your price** we will try to offer a price which is acceptable to you □ **to cut prices** to reduce prices suddenly □ **to lower prices, to reduce prices** to make items cheaper ■ *verb* to give a price to a product ○ *We have two used cars for sale, both priced at £5,000.* □ **competitively priced** sold at a low price which competes with that of similar goods from other companies □ **the company has priced itself out of the market** the company has raised its prices so high that its products do not sell

'...the average price per kilogram for this season has been 300c' [*Australian Financial Review*]

'European manufacturers rely heavily on imported raw materials which are mostly priced in dollars' [*Duns Business Month*]

'...after years of relying on low wages for their competitive edge, Spanish companies are finding that rising costs and the strength of the peseta are pricing them out of the market' [*Wall Street Journal*]

'...that British goods will price themselves back into world markets is doubtful as long as sterling labour costs continue to rise' [*Sunday Times*]

price/book ratio /ˌpraɪs 'bʊk reɪʃiəʊ/ *noun* a ratio of the price of a stock to its book value

price ceiling /ˌpraɪs 'siːlɪŋ/ *noun* the highest price which can be reached

price change /ˌpraɪs tʃeɪndʒ/ *noun* an amount by which the price of a share moves during a day's trading

price controls /ˌpraɪs kən'trəʊlz/ *plural noun* legal measures to prevent prices rising too fast

price cutting /ˌpraɪs 'kʌtɪŋ/ *noun* a sudden lowering of prices

price-cutting war /ˌpraɪs 'kʌtɪŋ wɔː/ *noun* same as **price war**

price differential /ˌpraɪs dɪfə'renʃəl/ *noun* the difference in price between products in a range

price/earnings ratio /ˌpraɪs 'ɜːnɪŋz reɪʃiəʊ/ *noun* a ratio between the current market price of a share and the earnings per share (the current dividend it produces), calculated by dividing the market price by the earnings per share ○

these shares sell at a P/E ratio of 7 Also called **P/E ratio**. Abbreviation **PER** (NOTE: The US term is **price/earnings multiple**.)

COMMENT: The P/E ratio is an indication of the way investors think a company will perform in the future, as a high market price suggests that investors expect earnings to grow and this gives a high P/E figure; a low P/E figure implies that investors feel that earnings are not likely to rise.

price ex factory /ˌpraɪs eks 'fækt(ə)ri/, **price ex works** /ˌpraɪs eks 'wɜːks/ *noun* a price not including transport from the maker's factory

price fixing /ˌpraɪs 'fɪksɪŋ/ *noun* an illegal agreement between companies to charge the same price for competing products

price label /ˌpraɪs 'leɪb(ə)l/ *noun* a label which shows a price

price list /ˌpraɪs lɪst/ *noun* a sheet giving prices of goods for sale

price movement /ˌpraɪs 'muːvmənt/ *noun* a change in the prices of shares or commodities

price range /ˌpraɪs reɪndʒ/ *noun* a series of prices for similar products from different suppliers

price-sensitive /ˌpraɪs 'sensətɪv/ *adjective* referring to a product for which demand will change significantly if its price is increased or decreased

price tag /ˌpraɪs tæg/ *noun* 1. a label attached to an item being sold that shows its price 2. the value of a person or thing ○ *The takeover bid put a \$2m price tag on the company.*

price war /ˌpraɪs wɔː/ *noun* a competition between companies to get a larger market share by cutting prices. Also called **price-cutting war**

pricing /ˌpraɪsɪŋ/ *noun* the act of giving a price to a product

pricing model /ˌpraɪsɪŋ 'mɒd(ə)l/ *noun* a computerised system for calculating a price, based on costs, anticipated margins, etc.

pricing policy /ˌpraɪsɪŋ 'pɒlɪsi/ *noun* a company's policy in giving prices to its products ○ *Our pricing policy aims at producing a 35% gross margin.*

primary /ˌpraɪməri/ *adjective* 1. basic 2. first, most important

'...farmers are convinced that primary industry no longer has the capacity to meet new capital taxes or charges on farm inputs'
[*Australian Financial Review*]

primary account number /ˌpraɪməri əˈkaʊnt ˌnʌmbə/ *noun* a series of figures on a credit card, which are the number of the issuing bank and the personal number of the account. Abbreviation **PAN**

primary commodities /ˌpraɪməri kəˈmɒdɪtɪz/ *plural noun* farm produce grown in large quantities, such as corn, rice or cotton

primary dealer /ˌpraɪməri ˈdiːlə/ *noun* a marketmaker dealing in government stocks

primary industry /ˌpraɪməri ˈɪndəstri/ *noun* an industry dealing with basic raw materials such as coal, wood or farm produce

primary market /ˌpraɪməri ˈmɑːkɪt/ *noun* a market where new securities or bonds are issued. Also called **new issue market**

primary products /ˌpraɪməri ˈprɒdʌkts/ *plural noun* products which are basic raw materials, e.g. wood, milk or fish

prime /praɪm/ *adjective* 1. most important 2. basic ■ *noun* same as **prime rate**

prime bills /ˌpraɪm ˈbɪlz/ *plural noun* bills of exchange which do not involve any risk

prime cost /ˌpraɪm ˈkɒst/ *noun* the cost involved in producing a product, excluding overheads

prime rate /ˌpraɪm reɪt/ *noun* *US* the best rate of interest at which an American bank lends to its customers

'...the base lending rate, or prime rate, is the rate at which banks lend to their top corporate borrowers' [*Wall Street Journal*]

COMMENT: Not the same as the British bank base rate, which is only a notional rate, as all bank loans in the UK are at a certain percentage point above the base rate.

prime sites /ˌpraɪm ˈsaɪts/ *plural noun* the most valuable commercial sites (i.e. in main shopping streets) as opposed to secondary sites

prime time /ˌpraɪm taɪm/ *noun* the most expensive advertising time for TV

commercials ○ *We are putting out a series of prime-time commercials.*

priming /ˈpraɪmɪŋ/ *noun* ◇ **pump priming**

principal /ˈprɪnsɪp(ə)l/ *noun* 1. a person or company that is represented by an agent ○ *The agent has come to London to see his principals.* 2. a person acting for himself, such as a marketmaker buying securities on his own account 3. money invested or borrowed on which interest is paid ○ *to repay principal and interest* ○ *We try to repay part of principal each month.* (NOTE: Do not confuse with **principle**.) ■ *adjective* most important ○ *The principal shareholders asked for a meeting.* ○ *The country's principal products are paper and wood.* ○ *The company's principal asset is its design staff.*

'...the company was set up with funds totalling NorKr 145m with the principal aim of making capital gains on the secondhand market'
[*Lloyd's List*]

principle /ˈprɪnsɪp(ə)l/ *noun* a basic point or general rule □ **in principle** in agreement with a general rule □ **agreement in principle** agreement with the basic conditions of a proposal

prior /ˈpraɪə/ *adjective* earlier □ **prior agreement** an agreement which was reached earlier □ **without prior knowledge** without knowing before

prior-charge capital /ˌpraɪə ˈtʃɑːdʒ, kæpɪt(ə)l/ *noun* a capital in the form of preference shares, which ranks before other capital in terms of distributions of profits and repayment when a company goes into liquidation

priority /ˈpraɪəˈrɪti/ *noun* □ **to have priority** to have the right to be first □ **to have priority over or to take priority over something** to be more important than something ○ *Reducing overheads takes priority over increasing turnover.* ○ *Debenture holders have priority over ordinary shareholders.* □ **to give something top priority** to make something the most important item

privacy /ˈprɪvəsi/ *noun* a method of ensuring that a person's personal or credit card payment details cannot be intercepted and read when transferred over the Internet

private /ˈpraɪvət/ *adjective* belonging to a single person or to individual people, not to a company or the state □ **a**

letter marked 'private and confidential' a letter which must not be opened by anyone other than the person it is addressed to

'...in the private sector the total number of new house starts was 3 per cent higher than in the corresponding period last year, while public sector starts were 23 per cent lower' [*Financial Times*]

'...management had offered to take the company private through a leveraged buyout for \$825 million' [*Fortune*]

private banking /ˌpraɪvət 'bæŋkɪŋ/ *noun* a special banking services offered to very rich people

private client stockbroker /ˌpraɪvət ˌklaɪənt 'stɒkbroʊkə/ *noun* a stockbroker who deals on behalf of private investors

private enterprise /ˌpraɪvət 'entəpraɪz/ *noun* businesses which are owned privately, not nationalised ○ *The project is completely funded by private enterprise.*

private income /ˌpraɪvət 'ɪŋkʌm/ *noun* income from dividends, interest or rent which is not part of a salary

private investor /ˌpraɪvət ɪn'vestə/ *noun* an ordinary person with money to invest

private limited company /ˌpraɪvət ˌlɪmɪtɪd 'kʌmp(ə)nɪ/ *noun* 1. a company with a small number of shareholders, whose shares are not traded on the Stock Exchange 2. a subsidiary company whose shares are not listed on the Stock Exchange, while those of its parent company are (NOTE: [all senses] shortened to **Ltd**)

private means /ˌpraɪvət 'mi:nz/ *plural noun* income from dividends, interest or rent which is not part of someone's salary

private ownership /ˌpraɪvət ˌəʊnəʃɪp/ *noun* a situation where a company is owned by private shareholders

private placing /ˌpraɪvət 'pleɪsɪŋ/, **private placement** /ˌpraɪvət 'pleɪsmənt/ *noun* the act of placing a new issue of shares with a group of selected financial institutions

private property /ˌpraɪvət 'prɒpəti/ *noun* property which belongs to a private person, not to the public

private sector /ˌpraɪvət ˌsektə/ *noun* all companies which are owned by private shareholders, not by the state ○ *The expansion is completely funded by the private sector.* ○ *Salaries in the private sector have increased faster than in the public sector.*

privatisation /ˌpraɪvətəɪ'zeɪʃ(ə)n/, **privatization** *noun* the process of selling a nationalised industry to private owners

privatise /ˌpraɪvətəɪz/, **privatize** *verb* to sell a nationalised industry to private owners

pro /prəʊ/ *preposition* for

probate /ˈprəʊbeɪt/ *noun* legal acceptance that a document, especially a will, is valid □ **the executor was granted probate or obtained a grant of probate** the executor was told officially that the will was valid

probate court /ˈprəʊbeɪt kɔ:t/ *noun* a court which examines wills to see if they are valid

procedure /prə'si:dʒə/ *noun* a way in which something is done ○ *The inquiry found that the company had not followed the approved procedures.* ○ *The management complained that the unions did not follow the proper procedure.* □ **this procedure is very irregular** this is not the proper way to do something □ **accounting procedures** set ways of doing the accounts of a company

'...this was a serious breach of disciplinary procedure and the dismissal was unfair' [*Personnel Management*]

proceed /prə'si:d/ *verb* to go on, to continue ○ *The negotiations are proceeding slowly.* □ **to proceed against someone** to start a legal action against someone □ **to proceed with something** to go on doing something ○ *Shall we proceed with the committee meeting?*

proceedings /prə'si:dɪŋz/ *plural noun* □ **to institute proceedings against someone** to start a legal action against someone

proceeds /ˈprəʊsi:dz/ *plural noun* money received from selling something □ **the proceeds of a sale** money received from a sale after deducting expenses ○ *He sold his shop and invested the proceeds in a computer repair business.*

process /'prəʊses/ *noun* □ **decision-making processes** ways in which decisions are reached ■ **verb** 1. □ **to process figures** to sort out information to make it easily understood ○ *The sales figures are being processed by our accounts department.* ○ *The data is being processed by our computer.* 2. to deal with something in the usual routine way ○ *It usually takes at least two weeks to process an insurance claim.* ○ *Orders are processed in our warehouse.*

processing /'prəʊsesɪŋ/ *noun* 1. the act of sorting information ○ *the processing of information or of statistics by a computer* 2. □ **the processing of a claim for insurance** putting a claim for insurance through the usual office routine in the insurance company

produce *noun* /'prɒdʒu:s/ products from farms and gardens, especially fruit and vegetables ○ *home produce* ○ *agricultural produce* ○ *farm produce* ■ **verb** /prə'dʒu:z/ 1. to bring something out and show it ○ *He produced documents to prove his claim.* ○ *The negotiators produced a new set of figures.* ○ *The customs officer asked him to produce the relevant documents.* 2. to make or manufacture something ○ *The factory produces cars or engines.* □ **to mass produce** to make large quantities of a product 3. to give an interest ○ *investments which produce about 10% per annum*

product /'prɒdʌkt/ *noun* 1. something which is made or manufactured 2. a manufactured item for sale

product advertising /'prɒdʌkt ,ædvətaɪzɪŋ/ *noun* the advertising of a particular named product, not the company which makes it

product analysis /,prɒdʌkt ə-'næləsɪs/ *noun* an examination of each separate product in a company's range to find out why it sells, who buys it, etc.

product design /'prɒdʌkt dɪ'zaɪn/ *noun* the design of consumer products

product development /,prɒdʌkt dɪ'veləpmənt/ *noun* the process of improving an existing product line to meet the needs of the market

product engineer /,prɒdʌkt ,endʒɪ'nɪə/ *noun* an engineer in charge of the equipment for making a product

production /prə'dʌkʃən/ *noun* 1. the act of showing something □ **on production** of when something is shown ○ *The case will be released by customs on production of the relevant documents.* ○ *Goods can be exchanged only on production of the sales slip.* 2. the work of making or manufacturing of goods for sale ○ *We are hoping to speed up production by installing new machinery.* ○ *Higher production is rewarded with higher pay.*

production cost /prə'dʌkʃən kɒst/ *noun* the cost of making a product

production department /prə-'dʌkʃən dɪ'pɑ:t'mənt/ *noun* the section of a company which deals with the making of the company's products

production line /prə'dʌkʃən laɪn/ *noun* a system of making a product, where each item such as a car moves slowly through the factory with new sections added to it as it goes along ○ *He works on the production line.* ○ *She is a production-line worker.*

production manager /prə'dʌkʃən ,mænɪdʒə/ *noun* the person in charge of the production department

production target /prə'dʌkʃən ,tɑ:ɡɪt/ *noun* the amount of units a factory is expected to produce

production unit /prə'dʌkʃən ,ju:nɪt/ *noun* a separate small group of workers producing a product

productive /prə'dʌktɪv/ *adjective* which produces, especially which produces something useful □ **productive discussions** useful discussions which lead to an agreement or decision

productive capital /prə'dʌktɪv 'kæpɪt(ə)l/ *noun* capital which is invested to give interest

productivity /,prɒdʌk'tɪvɪti/ *noun* the rate of output per employee or per machine in a factory ○ *Bonus payments are linked to productivity.* ○ *The company is aiming to increase productivity.* ○ *Productivity has fallen or risen since the company was taken over.*

'...though there has been productivity growth, the absolute productivity gap between many British firms and their foreign rivals remains' [Sunday Times]

productivity agreement /,prɒdʌk-'tɪvɪti ə'ɡri:mənt/ *noun* an agreement to pay a productivity bonus

productivity bonus /,prɒdʌk'tɪvɪtiˌbəʊnəs/ *noun* an extra payment made to employees because of increased production per employee

productivity drive /,prɒdʌk'tɪvɪti draɪv/ *noun* an extra effort to increase productivity

product management /,prɒdʌkt 'mænɪdʒmənt/ *noun* the process of directing the making and selling of a product as an independent item

product mix /'prɒdʌkt mɪks/ *noun* a range of different products which a company has for sale

profession /prə'feʃ(ə)n/ *noun* **1.** an occupation for which official qualifications are needed and which is often made a lifelong career ○ *The managing director is an accountant by profession.* ○ *HR management is now more widely recognised as a profession.* **2.** a group of specialised workers ○ *the accounting profession* ○ *the legal profession*

'...one of the key advantages of an accountancy qualification is its worldwide marketability. Other professions are not so lucky: lawyers, for example, are much more limited in where they can work' [Accountancy]

professional /prə'feʃ(ə)n(ə)l/ *adjective* **1.** referring to one of the professions ○ *The accountant sent in his bill for professional services.* ○ *We had to ask our lawyer for professional advice on the contract.* ○ *The professional institute awards diplomas.* □ **professional man, professional woman** a man or woman who works in one of the professions (such as a lawyer, doctor or accountant) **2.** doing work for money ○ *a professional tennis player* □ **he is a professional troubleshooter** he makes his living by helping companies to sort out their problems

professional qualification /prə'feʃ(ə)n(ə)l kwɒlɪfɪ'keɪʃ(ə)n/ *noun* a document which shows that someone has successfully finished a course of study which allows him or her to work in one of the professions

profit /'prɒfɪt/ *noun* money gained from a sale which is more than the money spent on making the item sold or on providing the service offered □ **to take your profit** to sell shares at a higher price than was paid for them, and so realise the profit, rather than to keep them as an investment □ **to show a**

profit to make a profit and state it in the company accounts ○ *We are showing a small profit for the first quarter.* □ **to make a profit** to have more money as a result of a deal □ **to move into profit** to start to make a profit ○ *The company is breaking even now, and expects to move into profit within the next two months.* □ **to sell at a profit** to sell at a price which gives you a profit □ **healthy profit** quite a large profit

'...because capital gains are not taxed and money taken out in profits and dividends is taxed, owners of businesses will be using accountants and tax experts to find loopholes in the law' [Toronto Star]

'...the bank transferred \$5 million to general reserve compared with \$10 million the previous year which made the consolidated profit and loss account look healthier' [Hongkong Standard]

profitability /,prɒfɪtə'bɪlɪti/ *noun* **1.** the ability to make a profit ○ *We doubt the profitability of the project.* **2.** the amount of profit made as a percentage of costs

profitable /'prɒfɪtəb(ə)l/ *adjective* which makes a profit ○ *She runs a very profitable employment agency.*

profitably /'prɒfɪtəbli/ *adverb* making a profit ○ *The aim of every company must be to trade profitably.*

profit after tax /,prɒfɪt ɑ:ftə 'tæks/ *noun* same as **net profit**

profit and loss account /,prɒfɪt ən 'lɒs ə,kaʊnt/ *noun* the accounts for a company showing expenditure and income over a period of time, usually one calendar year, balanced to show a final profit or loss. Also called **P&L account** (NOTE: The US term is **profit and loss statement** or **income statement**.)

profit before tax /,prɒfɪt bɪfɔ: 'tæks/ *noun* same as **pretax profit**

profit centre /'prɒfɪt ,sentə/ *noun* a person, unit or department within an organisation which is considered separately for the purposes of calculating a profit ○ *We count the kitchen equipment division as a single profit centre.*

profiteer /,prɒfɪ'tɪə/ *noun* a person who makes too much profit, especially when goods are rationed or in short supply

profiteering /,prɒfɪ'tɪəriŋ/ *noun* the practice of making too much profit

profit-making /'prɒfɪt ,meɪkɪŋ/ *adjective* which makes a profit ○ *The whole project was expected to be profit-making by 2001 but it still hasn't broken even.* ○ *It is hoped to make it into a profit-making concern.*

profit margin /'prɒfɪt ,mɑ:dʒɪn/ *noun* the percentage difference between sales income and the cost of sales

profit on ordinary activities before tax /,prɒfɪt ɒn ɔ:d(ə)n(ə)rɪ æk-
tɪvɪtɪz bɪ,fɔ: 'tæks/ *noun* same as **pretax profit**

profit-sharing /'prɒfɪt ,ʃeərɪŋ/ *noun* an arrangement where workers get a share of the profits of the company they work for ○ *The company runs a profit-sharing scheme.*

profit squeeze /'prɒfɪt skwi:z/ *noun* strict control of the amount of profits which companies can pay out as dividend

profits tax /'prɒfɪts tæks/ *noun* a tax to be paid on profits

profit-taker /'prɒfɪt ,teɪkə/ *noun* a person who sells an investment in order to realise a profit

profit-taking /'prɒfɪt ,teɪkɪŋ/ *noun* the act of selling investments to realise the profit, rather than keeping them ○ *Share prices fell under continued profit-taking.*

'...some profit-taking was seen yesterday as investors continued to lack fresh incentives to renew buying activity' [*Financial Times*]

pro forma /prəʊ 'fɔ:mə/ *adverb* 'for the sake of form' ■ *verb* to issue a pro forma invoice ○ *Can you pro forma this order?* ■ *noun* a document issued before all relevant details are known, usually followed by a final version

pro forma invoice /prəʊ 'fɔ:mə
'ɪnvɔɪs/, **pro forma** /prəʊ 'fɔ:mə/ *noun* an invoice sent to a buyer before the goods are sent, so that payment can be made or so that goods can be sent to a consignee who is not the buyer ○ *They sent us a pro forma invoice.* ○ *We only supply that account on pro forma.*

program /'prəʊgræm/ *noun* 1. *US* same as **programme** 2. a set of instructions that tell a computer to carry out specific tasks ■ *verb* to write a program for a computer □ **to program a computer** to install a program in a computer

○ *The computer is programmed to print labels.*

programmable /prəʊ'græməb(ə)l/ *adjective* which can be programmed

programme /'prəʊgræm/ *noun* a plan of things which will be done ○ *to draw up a programme of investment or an investment programme* ○ *She is running the development programme or the research programme.* ○ *The training programme sends all managers for re-training every year.* ○ *We are initiating a new recruitment programme.* (NOTE: The US spelling is **program**.)

programmed trading /,prəʊgræmd
'treɪdɪŋ/ *noun* same as **program trading**

programming engineer /,prəʊ-
'græmɪŋ ,endʒɪ'nɪə/ *noun* an engineer in charge of programming a computer system

programming language
/'prəʊgræmɪŋ ,læŋgwɪdʒ/ *noun* a system of signs, letters and words used to instruct a computer

program trader /'prəʊgræm
'treɪdə/ *noun* a person who buys or sells according to a computer program

program trading /'prəʊgræm
'treɪdɪŋ/ *noun* the practice of buying and selling shares according to instructions given by a computer program (the computer is programmed to buy or sell when certain prices are reached or when a certain volume of sales on the market is reached)

progress *noun* /'prəʊgres/ the movement of work towards completion ○ *to report on the progress of the work or of the negotiations* □ **to make a progress report** to report how work is going □ **in progress** which is being done but is not finished ○ *negotiations in progress* ○ *work in progress* ■ *verb* /prəʊ'gres/ to move forward, to go ahead ○ *The contract is progressing through various departments.*

progressive /prə'gresɪv/ *adjective* which moves forward in stages

progressive taxation /prə'gresɪv
tæk'seɪʃ(ə)n/ *noun* a taxation system where tax levels increase as the income is higher. Also called **graduated taxation**. Compare **regressive taxation**

progress payment /'prəʊgres ,peɪmənt/ *noun* a payment made as a particular stage of a contract is completed ○ *The fifth progress payment is due in March.*

prohibitive /prəʊ'hɪbɪtɪv/ *adjective* with a price so high that you cannot afford to pay it ○ *The cost of redesigning the product is prohibitive.*

project /'prɒdʒekt/ *noun* 1. a plan ○ *He has drawn up a project for developing new markets in Europe.* 2. a particular job of work which follows a plan ○ *We are just completing an engineering project in North Africa.* ○ *The company will start work on the project next month.*

project analysis /'prɒdʒekt ə-,nælə'sɪs/ *noun* the examination of all the costs or problems of a project before work on it is started

projected /prə'dʒektɪd/ *adjective* planned or expected □ **projected sales** a forecast of sales ○ *Projected sales in Europe next year should be over £1m.*

project engineer /,prɒdʒekt ,endʒɪ'nɪə/ *noun* an engineer in charge of a project

projection /prə'dʒekʃən/ *noun* a forecast of something which will happen in the future ○ *Projection of profits for the next three years.* ○ *The sales manager was asked to draw up sales projections for the next three years.*

project manager /,prɒdʒekt 'mænɪdʒə/ *noun* the manager in charge of a project

promise /'prɒmɪs/ *noun* an act of saying that you will do something □ **to keep a promise** to do what you said you would do ○ *He says he will pay next week, but he never keeps his promises.* □ **to go back on a promise** not to do what you said you would do ○ *The management went back on its promise to increase salaries across the board.* □ **a promise to pay** a promissory note ■ **verb** to say that you will do something ○ *They promised to pay the last instalment next week.* ○ *The personnel manager promised he would look into the grievances of the office staff.*

promissory note /'prɒmɪsəri ,nəʊt/ *noun* a document stating that someone promises to pay an amount of money on a specific date

promote /prə'məʊt/ *verb* 1. to give someone a more important job or to move someone to a higher grade ○ *He was promoted from salesman to sales manager.* 2. to advertise a product □ **to promote a new product** to increase the sales of a new product by a sales campaign, by TV commercials or free gifts, or by giving discounts 3. □ **to promote a new company** to organise the setting up of a new company

promotion /prə'məʊʃ(ə)n/ *noun* 1. the fact of being moved up to a more important job ○ *I ruined my chances of promotion when I argued with the managing director.* ○ *The job offers good promotion chances or promotion prospects.* □ **to earn promotion** to work hard and efficiently and so be promoted 2. all means of conveying the message about a product or service to potential customers, e.g. publicity, a sales campaign, TV commercials or free gifts ○ *Our promotion budget has been doubled.* ○ *The promotion team has put forward plans for the launch.* ○ *We are offering free holidays in France as part of our special in-store promotion.* ○ *We are running a special promotion offering two for the price of one.* 3. □ **promotion of a company** the setting up of a new company

promotional /prə'məʊʃ(ə)n(ə)l/ *adjective* used in an advertising campaign ○ *The admen are using balloons as promotional material.*

promotional budget /prə-,məʊʃ(ə)n(ə)l 'bʌdʒɪt/ *noun* a forecast of the cost of promoting a new product

prompt /prɒmpt/ *adjective* rapid or done immediately ○ *We got very prompt service at the complaints desk.* ○ *Thank you for your prompt reply to my letter.* □ **prompt payment** payment made rapidly □ **prompt supplier** a supplier who delivers orders rapidly

'...they keep shipping costs low and can take advantage of quantity discounts and other allowances for prompt payment' [*Duns Business Month*]

prompt date /'prɒmpt deɪt/ *noun* a date for delivery, stated on a futures contract

prompt payer /prɒmpt 'peɪə/ *noun* a company or person that pays bills rapidly

proof /pru:f/ *noun* evidence which shows that something is true

-proof /pru:f/ *suffix* which prevents something getting in or getting out or harming something ○ *a dustproof cover* ○ *an inflation-proof pension* ○ *a sound-proof studio*

property /'prɒpəti/ *noun* **1.** land and buildings ○ *Property taxes are higher in the inner city.* ○ *They are assessing damage to property or property damage after the storm.* ○ *The commercial property market is booming.* **2.** a building ○ *We have several properties for sale in the centre of the town.* **3.** things which a person or organisation owns

property bond /'prɒpəti bɒnd/ *noun* an investment in a fund invested in properties or in property companies

property company /'prɒpəti 'kʌmp(ə)ni/ *noun* a company which buys buildings to lease them

property developer /'prɒpəti dɪ'veləpə/ *noun* a person who buys old buildings or empty land and plans and builds new houses or factories for sale or rent

property development /'prɒpəti dɪ'veləpmənt/ *noun* the business of renovating old buildings or building new ones on their sites

property portfolio /'prɒpəti pɔ:t- 'fəʊliəʊ/ *noun* all the investment property which belongs to one person or company

property shares /'prɒpəti ʃeəz/ *plural noun* shares in property companies

property tax /'prɒpəti tæks/ *noun* a tax paid on building or land (such as the council tax in the UK)

proportion /prə'pɔ:ʃ(ə)n/ *noun* a part of a total ○ *A proportion of the pre-tax profit is set aside for contingencies.* ○ *Only a small proportion of our sales comes from retail shops.* □ **in proportion** to compared to something else, by an amount related to something else ○ *Profits went up in proportion to the fall in overhead costs.* ○ *Sales in Europe are small in proportion to those in the USA.*

proportional /prə'pɔ:ʃ(ə)n(ə)l/ *adjective* directly related ○ *The increase in profit is proportional to the reduction in overheads.*

proportionately /prə'pɔ:ʃ(ə)nətli/ *adverb* in a way that is directly related

proprietary /prə'praɪət(ə)ri/ *noun, adjective* (a product, e.g. a medicine) which is made and owned by a company

proprietary company /prə'praɪət(ə)ri 'kʌmp(ə)ni/ *noun* **US** a company formed to invest in stock of other companies so as to control them. Abbreviation **pty** (NOTE: The UK term is **holding company**.)

proprietary drug /prə'praɪət(ə)ri 'drʌg/ *noun* a drug which is made by a particular company and marketed under a brand name

pro rata /prəʊ 'rʌtə/ *adjective, adverb* at a rate which varies according to the size or importance of something ○ *When part of the shipment was destroyed we received a pro rata payment.* ○ *The full-time pay is £500 a week and the part-timers are paid pro rata.* □ **dividends are paid pro rata** dividends are paid according to the number of shares held

prospect /'prɒspekt/ *noun* a chance or possibility that something will happen in the future □ **her job prospects are good** she is very likely to find a job

prospective /prə'spektɪv/ *adjective* which may happen in the future

prospective dividend /prə'spektɪv 'dɪvɪdend/ *noun* a dividend which a company expects to pay at the end of the current year

prospective P/E ratio /prə'spektɪv ,pi: 'i: ,reɪʃəʊ/ *noun* a P/E ratio expected in the future on the basis of forecast dividends

prospectus /prə'spektəs/ *noun* a document which gives information to attract buyers or customers ○ *The restaurant has people handing out prospectuses in the street.*

'...when the prospectus emerges, existing shareholders and any prospective new investors can find out more by calling the free share information line; they will be sent a leaflet. Non-shareholders who register in this way will receive a prospectus when it is published; existing shareholders will be sent one automatically' [*Financial Times*]

prosperity /prɒ'sperɪti/ *noun* the state of being rich □ **in times of prosperity** when people are rich

prosperous /'prɒsp(ə)rəs/ *adjective* rich ○ *a prosperous shopkeeper* ○ *a prosperous town*

protect /prə'tekt/ *verb* to defend something against harm ○ *The workers are protected from unfair dismissal by government legislation.* ○ *The cover is supposed to protect the machine from dust.* □ **to protect an industry by imposing tariff barriers** to stop a local industry from being hit by foreign competition by taxing foreign products when they are imported

protection /prə'tekʃən/ *noun* **1.** a defence against harm ○ *The legislation offers no protection to part-time workers.* ○ *The new equipment offers more protection against noise.* **2.** the imposing of tariffs to protect domestic producers from competition from imports

protectionism /prə'tekʃənɪz(ə)m/ *noun* the practice of protecting producers in the home country against foreign competitors by banning or taxing imports or by imposing import quotas

protective /prə'tektɪv/ *adjective* which protects

protective tariff /prə'tektɪv 'tærɪf/ *noun* a tariff which tries to ban imports to stop them competing with local products

pro tem /,prəʊ 'tem/ *adverb* temporarily, for a time

protest *noun* /'prəʊtest/ **1.** a statement or action to show that you do not approve of something ○ *to make a protest against high prices* **2.** an official document which proves that a bill of exchange has not been paid ■ **verb** /prə'test/ □ **to protest a bill** to draw up a document to prove that a bill of exchange has not been paid

provide /prə'vaɪd/ *verb* **1.** to give or supply something **2.** □ **to provide for** to allow for something which may happen in the future ○ *The contract provides for an annual increase in charges.* ○ *£10,000 of expenses have been provided for in the budget.* **3.** to put money aside in accounts to cover expenditure or loss in the future ○ *£25,000 is provided against bad debts.*

provident /'prɒvɪd(ə)nt/ *adjective* providing benefits in case of illness, old

age or other cases of need ○ *a provident fund* ○ *a provident society*

provision /prə'vɪz(ə)n/ *noun* **1.** □ **to make provision for** to see that something is allowed for in the future **2.** a legal condition □ **we have made provision to this effect** we have put into the contract terms which will make this work **3.** an amount of money put aside in accounts for anticipated expenditure where the timing or amount of expenditure is uncertain ○ *The bank has made a £2m provision for bad debts or a \$5bn provision against Third World loans.*

'...landlords can create short lets of dwellings which will be free from the normal security of tenure provisions' [Times]

provisional /prə'vɪz(ə)n(ə)l/ *adjective* temporary, not final or permanent ○ *He was given a provisional posting to see* ○ *The sales department has been asked to make a provisional forecast of sales.* ○ *The provisional budget has been drawn up for each department.* ○ *They faxed their provisional acceptance of the contract.*

provisionally /prə'vɪz(ə)nəli/ *adverb* not finally ○ *The contract has been accepted provisionally.*

proxy /'prɒksi/ *noun* **1.** a document which gives someone the power to act on behalf of someone else ○ *to sign by proxy* **2.** a person who acts on behalf of someone else ○ *She asked the chairman to act as proxy for her.*

proxy form /'prɒksi fɔ:m/, **proxy card** /'prɒksi kɑ:d/ *noun* a form which a shareholders receive with their invitations to attend an AGM, and which they fill in if they want to appoint a proxy to vote for them on a resolution

proxy statement /'prɒksi 'stetmənt/ *noun* a document, filed with the SEC, outlining executive pay packages, option grants and other perks, and also giving details of dealings by executives in shares of the company

proxy vote /'prɒksi vɔ:t/ *noun* a vote made by proxy ○ *The proxy votes were all in favour of the board's recommendation.*

prudent /'pru:dənt/ *adjective* careful, not taking any risks

prudential /pru'denʃ(ə)l/ *adjective* which is careful, prudent

prudential ratio /pruːdenʃ(ə)l 'reɪʃiəʊ/ *noun* a ratio of capital to assets which a bank feels it is prudent to have, according to EU regulations

prudent man rule /ˌpruːd(ə)nt 'mæn ruːl/ *noun* a rule that trustees who make financial decisions on behalf of other people should act carefully (as a normal prudent person would)

PSBR *abbreviation* Public Sector Borrowing Requirement

ptas *abbreviation* pesetas

Pte *abbreviation* (in Singapore) private limited company

Pty *abbreviation* proprietary company

Pty Ltd *abbreviation* private limited company

public /ˈpʌblɪk/ *adjective* **1.** referring to all the people in general **2.** referring to the government or the state

public expenditure /ˌpʌblɪk ɪkˈspendɪtʃə/ *noun* money spent by the local or central government

public finance /ˌpʌblɪk 'faɪnæns/ *noun* the raising of money by governments (by taxes or borrowing) and the spending of it

public funds /ˌpʌblɪk 'fʌndz/ *plural noun* government money available for expenditure

public holiday /ˌpʌblɪk 'hɒlɪdeɪ/ *noun* a day when all employees are entitled to take a holiday

publicity budget /pʌˈblɪsɪti ˌbʌdʒɪt/ *noun* money allowed for expenditure on publicity

public limited company /ˌpʌblɪk ˌlɪmɪtɪd ˈkʌmp(ə)ni/ *noun* a company whose shares can be bought on the Stock Exchange. Abbreviation **Plc**, **PLC**, **plc**. Also called **public company**

public monopoly /ˌpʌblɪk məˈnɒpəli/ *noun* a situation where an organisation owned and run by the state (e.g. the Post Office) is the only supplier of a product or service

public offering /ˌpʌblɪk ˈɒf(ə)rɪŋ/ *noun* an offering of new shares in a corporation for sale to the public as a way of launching the corporation on the Stock Exchange

public ownership /ˌpʌblɪk ˈəʊnəʃɪp/ *noun* a situation where the

government owns a business, i.e. where an industry is nationalised

public placing /ˌpʌblɪk ˈpleɪsɪŋ/ **public placement** /ˌpʌblɪk ˈpleɪsmənt/ *noun* an act of offering a new issue of shares to certain investing institutions, though not to private investors in general

public sector /ˈpʌblɪk ˌsektə/ *noun* nationalised industries and services ○ *a report on wage rises in the public sector* or *on public-sector wage settlements* Also called **government sector**

Public Sector Borrowing Requirement /ˌpʌblɪk ˌsektə ˈbɒrəʊɪŋ rɪˌkwaɪəmənt/ *noun* the amount of money which a government has to borrow to pay for its own spending. Abbreviation **PBSR**

public spending /ˌpʌblɪk ˈspendɪŋ/ *noun* spending by the government or by local authorities

public-to-private deal /ˌpʌblɪk tə ˈpraɪvət diːl/ *noun* an arrangement by which a quoted company leaves the Stock Exchange and becomes a privately owned investment. ♦

take-private

public utilities /ˌpʌblɪk juːˈtɪlɪtiz/ *plural noun* companies (such as electricity, gas or transport companies) which provide a service used by the whole community

pula /ˈpuːlə/ *noun* a unit of currency used in Botswana

pull off /ˌpʊl ˈɒf/ *verb* to succeed in negotiating a deal (*informal*)

pull out /ˌpʊl ˈaʊt/ *verb* to stop being part of a deal or agreement ○ *Our Australian partners pulled out of the contract.*

pump /pʌmp/ *verb* to put something in by force ○ *Venture capitalists have been pumping money into the company to keep it afloat.*

‘...in each of the years 1986 to 1989, Japan pumped a net sum of the order of \$100bn into foreign securities, notably into US government bonds’ [*Financial Times Review*]

pump priming /ˈpʌmp ˌpraɪmɪŋ/ *noun* government investment in new projects which it hopes will benefit the economy

punt /pʌnt/ *noun* **1.** a former unit of currency in the Republic of Ireland **2.** a gamble, bet (*informal*) ○ *That stock is*

worth a punt. ○ *He took a punt on the exchange rate falling.* ■ **verb** to gamble or to bet (on something)

punter /'pʌntə/ **noun** 1. a person who gambles or who hopes to make money on the Stock Exchange ○ *The share price shot up as punters rushed to buy.* 2. a customer (informal) ○ *The product looks attractive but will the punters like it?*

'...if punters don't come in for their regular packet of cigarettes, then they are unlikely to make any impulse buys' [*The Grocer*]

purchase /'pɜ:tʃɪs/ **noun** a product or service which has been bought □ **to make a purchase** to buy something ■ **verb** to buy something □ **to purchase something for cash** to pay cash for something

purchase acquisition /,pɜ:tʃɪs ,ækwi'zɪʃ(ə)n/ **noun** same as **acquisition accounting**

purchase book /'pɜ:tʃɪs bu:k/ **noun** a book in which purchases are recorded

purchase ledger /'pɜ:tʃɪs ,ledʒə/ **noun** a book in which expenditure is noted

purchase order /'pɜ:tʃɪs ,ɔ:də/ **noun** an official order made out by a purchasing department for goods which a company wants to buy ○ *We cannot supply you without a purchase order number.*

purchase price /'pɜ:tʃɪs praɪs/ **noun** a price paid for something

purchaser /'pɜ:tʃɪsə/ **noun** a person or company that purchases ○ *The company has found a purchaser for its warehouse.* □ **the company is looking for a purchaser** the company is trying to find someone who will buy it

purchase tax /'pɜ:tʃɪs tæks/ **noun** a tax paid on things which are bought

purchasing /'pɜ:tʃɪʃɪŋ/ **noun, adjective** buying

purchasing department /'pɜ:tʃɪʃɪŋ dɪ,pɑ:t'mənt/ **noun** the section of a company which deals with the buying of stock, raw materials, equipment, etc.

purchasing manager /'pɜ:tʃɪʃɪŋ ,mænɪdʒə/ **noun** the head of a purchasing department

purchasing officer /'pɜ:tʃɪʃɪŋ ,ɒfɪsə/ **noun** a person in a company or

organisation who is responsible for buying stock, raw materials, equipment, etc.

purchasing power /'pɜ:tʃɪʃɪŋ ,paʊə/ **noun** the quantity of goods which can be bought by a particular group of people or with a particular sum of money ○ *the purchasing power of the school market* ○ *The purchasing power of the pound has fallen over the last five years.*

purse /pɜ:s/ **noun** a small, usually leather, bag for keeping money in

push /pʊʃ/ **verb** □ **to push a share** to try to persuade investors to buy a share (using forceful means)

put /put/ **verb** to place or to fix □ **the accounts put the stock value at £10,000** the accounts state that the value of the stock is £10,000 □ **to put a proposal to the vote** to ask a meeting to vote for or against a proposal □ **to put a proposal to the board** to ask the board to consider a suggestion

put down /,put 'daʊn/ **verb** 1. to make a deposit ○ *to put down money on a house* 2. to write an item in a ledger or an account book ○ *to put down a figure for expenses*

put in /,put 'ɪn/ **verb** □ **to put in a bid for something** to offer to buy something, usually in writing □ **to put in an estimate for something** to give someone a written calculation of the probable costs of carrying out a job □ **to put in a claim for damage** to ask an insurance company to pay for damage □ **the union put in a 6% wage claim** the union asked for a 6% increase in wages

put into /'put ɪntʊ/ **verb** □ **to put money into a business** to invest money in a business

put on /,put 'ɒn/ **verb** □ **to put an item on the agenda** to list an item for discussion at a meeting □ **to put an embargo on trade** to forbid trade

put option /put 'ɒpʃən/ **noun** an option to sell shares at a certain price (NOTE: The opposite is **call option**.)

put out /,put 'aʊt/ **verb** to send something out for other people to work on ○ *We are planning to put out most of the work to freelancers.* □ **to put work out to contract** to decide that work should be done by a company on a contract, rather than employ members of staff to do it

put up /,pʊt 'ʌp/ *verb* **1.** □ **who put up the money for the shop?** who provided the investment money for the shop to start? □ **to put something up for sale** to advertise that something is for sale ○ *When he retired he decided to put his town flat up for sale.* **2.** to increase something, to make something higher ○ *The shop has put up all its prices by 5%.*

PV *abbreviation* present value

pyramiding /'pɪrəˌmɪdɪŋ/ *noun* **1.** the process of building up a major group by acquiring controlling interests in many different companies, each larger than the original company **2.** the illegal prac-

tice of using new investors' deposits to pay the interest on the deposits made by existing investors

pyramid selling /'pɪrəˌmɪd ,selɪŋ/ *noun* an illegal way of selling goods or investments to the public, where each selling agent pays for the franchise to sell the product or service, and sells that right on to other agents together with stock, so that in the end the person who makes most money is the original franchiser, and sub-agents or investors may lose all their investments

'...much of the population had committed their life savings to get-rich-quick pyramid investment schemes – where newcomers pay the original investors until the money runs out – which inevitably collapsed' [*Times*]

Q

qty *abbreviation* quantity

quadruplicate /kwɒ'druːplɪkət/ *noun* □ **in quadruplicate** with the original and three copies ○ *The invoices are printed in quadruplicate.* ○ *The application form should be completed in quadruplicate.*

qualification /ˌkwɒlɪfɪ'keɪʃ(ə)n/ *noun* a document or some other formal proof of the fact that someone has successfully completed a specialised course of study or has acquired a skill ○ *You must have the right qualifications for the job.* ○ *Job-hunting is difficult if you have no qualifications.*

'...personnel management is not an activity that can ever have just one set of qualifications as a requirement for entry into it' [Personnel Management]

qualification of accounts /ˌkwɒlɪfɪkeɪʃ(ə)n əv ə'kaʊnts/ *noun* same as **auditors' qualification**

qualified /'kwɒlɪfaɪd/ *adjective* **1.** having passed special examinations in a subject ○ *She is a qualified accountant.* ○ *We have appointed a qualified designer to supervise the decorating of the new reception area.* □ **highly qualified** with very good results in examinations ○ *All our staff are highly qualified.* ○ *They employ twenty-six highly qualified engineers.* **2.** with some reservations or conditions ○ *qualified acceptance of a contract* ○ *The plan received qualified approval from the board.*

'...applicants will be professionally qualified and ideally have a degree in Commerce and postgraduate management qualifications' [Australian Financial Review]

qualified accounts /ˌkwɒlɪfaɪd ə'kaʊnts/ *plural noun* accounts which have been noted by the auditors because they contain something with which the auditors do not agree

qualify /'kwɒlɪfaɪ/ *verb* □ **to qualify for** to be entitled to something ○ *The*

company does not qualify for a government grant. ○ *She qualifies for unemployment benefit.*

'...federal examiners will also determine which of the privately insured savings and loans qualify for federal insurance' [Wall Street Journal]

qualifying distribution /ˌkwɒlɪfaɪɪŋ ˌdɪstrɪ'bjuːʃ(ə)n/ *noun* a payment of a dividend to a shareholder, on which advance corporation tax is paid

qualifying period /'kwɒlɪfaɪɪŋ ˌpɪəriəd/ *noun* a time which has to pass before something or someone qualifies for something, e.g. a grant or subsidy ○ *There is a six-month qualifying period before you can get a grant from the local authority.*

qualifying ratio /'kwɒlɪfaɪɪŋ ˌreɪʃiəʊ/ *noun* a calculation of how much mortgage a borrower can afford, by comparing his monthly incoming against his monthly outgoings

qualifying service /'kwɒlɪfaɪɪŋ ˌsɜːvɪs/ *noun* the period for which an employee must be employed by a company before becoming eligible to join a group pension scheme

qualifying shares /'kwɒlɪfaɪɪŋ ʃeəz/ *plural noun* the number of shares which you need to earn to get a bonus issue or to be a director of the company, etc.

quality control /'kwɒlɪti kənˌtrəʊl/ *noun* the process of making sure that the quality of a product is good

quant funds /'kwɒnt ˌfʌndz/ *plural noun* same as **quantitative funds**

quantifiable /'kwɒntɪfaɪəb(ə)l/ *adjective* which can be quantified ○ *The effect of the change in the discount structure is not quantifiable.*

quantify /'kwɒntɪfaɪ/ *verb* □ **to quantify the effect of something to**

show the effect of something in figures
 ○ *It is impossible to quantify the effect of the new legislation on our turnover.*

quantitative /'kwɒntətɪv/ *adjective* referring to quantity

'...the collection of consumer behaviour data in the book covers both qualitative and quantitative techniques' [*Quarterly Review of Marketing*]

quantitative funds /'kwɒntətɪv fʌndz/ *plural noun* funds which invest according to the instructions given by a computer model

quantity /'kwɒntəti/ *noun* an amount, especially a large amount

quantity discount /,kwɒntəti 'diskaʊnt/ *noun* a discount given to people who buy large quantities

quantity purchase /'kwɒntəti pɜ:tʃɪs/ *noun* a large quantity of goods bought at one time ○ *The company offers a discount for quantity purchase.*

quantum meruit /,kwæntəm 'meruit/ *phrase* a Latin phrase meaning 'as much as has been earned'

quarter /'kwɔ:tə/ *noun* **1.** one of four equal parts (25%) ○ *He paid only a quarter of the list price.* □ **a quarter of an hour** 15 minutes **2.** a period of three months ○ *The instalments are payable at the end of each quarter.* **3.** *US* a 25 cent coin (*informal*)

'...corporate profits for the first quarter showed a 4 per cent drop from last year's final three months' [*Financial Times*]

'...economists believe the economy is picking up this quarter and will do better still in the second half of the year' [*Sunday Times*]

quarter day /'kwɔ:tə deɪ/ *noun* a day at the end of a quarter, when rents, fees etc. should be paid

COMMENT: In England, the quarter days are 25th March (Lady Day), 24th June (Midsummer Day), 29th September (Michaelmas Day) and 25th December (Christmas Day).

quarterly /'kwɔ:təli/ *adjective, adverb* happening once every three months ○ *There is a quarterly charge for electricity.* ○ *The bank sends us a quarterly statement.* ○ *We agreed to pay the rent quarterly or on a quarterly basis.* ■ *noun* the results of a corporation, produced each quarter

quartile /'kwɔ:təil/ *noun* one of a series of three figures below which 25%, 50% or 75% of the total falls

quasi- /'kweɪzə/ *prefix* almost or which seems like ○ *a quasi-official body*

quasi-loan /'kweɪzə ləʊn/ *noun* an agreement between two parties where one agrees to pay the other's debts, provided that the second party agrees to reimburse the first at some later date

quasi-public corporation /,kweɪzə 'pʌblɪk ,kɔ:pə'reɪʃ(ə)n/ *noun* a US institution which is privately owned, but which serves a public function (such as the Federal National Mortgage Association)

quetzal /'kɛts(ə)l/ *noun* a unit of currency used in Guatemala

queue /kju:/ *noun* **1.** a line of people waiting one behind the other ○ *to form a queue* or *to join a queue* ○ *Queues formed at the doors of the bank when the news spread about its possible collapse.* **2.** a series of documents (such as orders or application forms) which are dealt with in order □ **his order went to the end of the queue** his order was dealt with last □ **mortgage queue** a list of people waiting for mortgages ■ **verb** to form a line one after the other for something ○ *When food was rationed, people had to queue for bread.* ○ *We queued for hours to get tickets.* ○ *A list of companies queueing to be launched on the Stock Exchange.* ○ *The candidates queued outside the interviewing room.*

quick /kwɪk/ *adjective* fast, not taking much time ○ *The company made a quick recovery.* ○ *He is looking for a quick return on his investments.* ○ *We are hoping for a quick sale.*

quick assets /kwɪk 'æsets/ *plural noun* cash, or bills which can easily be changed into cash

quick ratio /kwɪk 'reɪʃiəʊ/ *noun* same as *liquidity ratio*

quid pro quo /kwɪd prəʊ 'kwəʊ/ *noun* money paid or an action carried out in return for something ○ *He agreed to repay the loan early, and as a quid pro quo the bank released the collateral.*

quiet /'kwaɪət/ *adjective* calm, not excited ○ *The market is very quiet.* ○ *Currency exchanges were quieter after the government's statement on exchange rates.*

quitclaim /'kwɪtkleɪm/ *noun* a release of someone from any claim that might exist against him or her or that he or she might have on something

quorum /'kwɔːrəm/ *noun* a minimum number of people who have to be present at a meeting to make it valid □ **to have a quorum** to have enough people present for a meeting to go ahead ○ *Do we have a quorum?*

COMMENT: If there is a quorum at a meeting, the meeting is said to be 'quorate'; if there aren't enough people present to make a quorum, the meeting is 'inquorate'.

quota /'kwɒtə/ *noun* a limited amount of something which is allowed to be produced, imported, etc.

'Canada agreed to a new duty-free quota of 600,000 tonnes a year' [*Globe and Mail* (Toronto)]

quota system /'kwɒtə ,sɪstəm/ *noun* **1.** a system where imports or supplies are regulated by fixed maximum amounts **2.** an arrangement for distribution which allows each distributor only a certain number of items

quotation /kwɒt'eɪʃ(ə)n/ *noun* **1.** an estimate of how much something will cost ○ *They sent in their quotation for the job.* ○ *Our quotation was much lower than all the others.* ○ *We accepted the lowest quotation.* **2.** □ **the company is going for a quotation on the Stock Exchange** the company has applied to the Stock Exchange to have its shares listed ○ *We are seeking a stock market quotation.*

quote /kwɒt/ *verb* **1.** to repeat words or a reference number used by someone

else ○ *He quoted figures from the annual report.* ○ *In reply please quote this number.* ○ *When making a complaint please quote the batch number printed on the box.* ○ *She replied, quoting the number of the account.* **2.** to estimate what a cost or price is likely to be ○ *to quote a price for supplying stationery* ○ *Their prices are always quoted in dollars.* ○ *He quoted me a price of £1,026.* ○ *Can you quote for supplying 20,000 envelopes?* ■ *noun* an estimate of how much something will cost (*informal*) ○ *to give someone a quote for supplying computers* ○ *We have asked for quotes for refitting the shop.* ○ *His quote was the lowest of three.* ○ *We accepted the lowest quote.*

'...banks operating on the foreign exchange market refrained from quoting forward US/Hongkong dollar exchange rates' [*South China Morning Post*]

quoted company /,kwɒtɪd 'kʌmp(ə)nɪ/ *noun* a company whose shares can be bought or sold on the Stock Exchange

quote-driven system /'kwɒt ,drɪv(ə)n ,sɪstəm/ *noun* a system of working a stock market, where marketmakers quote a price for a stock (as opposed to an order-driven system)

quoted shares /,kwɒtɪd 'ʃeəz/ *plural noun* shares which can be bought or sold on the Stock Exchange

qwerty keyboard /'kwɜːti ,ki:bɔːd/ *noun* an English language keyboard, where the first letters of the top row are Q-W-E-R-T-Y ○ *The computer has a normal qwerty keyboard.*

R

racket /'rækɪt/ *noun* an illegal deal which makes a lot of money ○ *He runs a cut-price ticket racket.*

racketeer /'rækɪ'tɪə/ *noun* a person who runs a racket

racketeering /'rækɪ'tɪərɪŋ/ *noun* US the crime of carrying on an illegal business to make money

'...he was charged with 98 counts of racketeering and securities fraud and went on to serve two years in jail. He was banned for life from the securities industry' [*Times*]

rack rent /'ræk rent/ *noun* a very high rent

raid /reɪd/ *noun* a sudden attack

raid alarm /'reɪd ə,lɑ:m/ *noun* an automatic alarm in a bank which goes off when a robbery is taking place

raider /'reɪdə/ *noun* a person or company which buys a stake in another company before making a hostile takeover bid. Also called **corporate raider**

'...bear raiding involves trying to depress a target company's share price by heavy selling of its shares, spreading adverse rumours or a combination of the two. As an added refinement, the raiders may sell short. The aim is to push down the price so that the raiders can buy back the shares they sold at a lower price' [*Guardian*]

raise /reɪz/ *noun* US an increase in salary ○ *He asked the boss for a raise.* ○ *She is pleased – she has had her raise.* ○ *She got her raise last month.* (NOTE: The UK term is **rise**.) ■ **verb** 1. □ **to raise an invoice** to write out or print out an invoice □ **to raise a cheque** to write out a cheque, either by hand or by machine 2. to increase or to make higher ○ *The government has raised the tax levels.* ○ *Air fares will be raised on June 1st.* ○ *The company raised its dividend by 10%.* ○ *When the company raised its prices, it lost half of its share of the market.* ○ *The organisation will raise wages if inflation gets worse.* ○ *This increase*

in production will raise the standard of living in the area. 3. to obtain money or to organise a loan ○ *The company is trying to raise the capital to fund its expansion programme.* ○ *The government raises more money by indirect taxation than by direct.* ○ *Where will he raise the money from to start up his business?*

'...the company said yesterday that its recent share issue has been oversubscribed, raising A\$225.5m' [*Financial Times*]

'...investment trusts can raise capital, but this has to be done as a company does, by a rights issue of equity' [*Investors Chronicle*]

'...over the past few weeks, companies raising new loans from international banks have been forced to pay more' [*Financial Times*]

raised check /'reɪzd 'tʃek/ *noun* a cheque where the amount has been increased by hand illegally

rake in /'reɪk 'ɪn/ *verb* to gather something together □ **to rake in cash, to rake it in** to make a lot of money

rake-off /'reɪk ɒf/ *noun* a person's share of profits from a deal, especially if obtained illegally ○ *The group gets a rake-off on all the company's sales.* ○ *He got a £100,000 rake-off for introducing the new business.* (NOTE: The plural is **rake-offs**.)

rally /'ræli/ *noun* a rise in price when the trend has been downwards ○ *Shares staged a rally on the Stock Exchange.* ○ *After a brief rally shares fell back to a new low.* ■ **verb** to rise in price, when the trend has been downwards ○ *Shares rallied on the news of the latest government figures.*

'...when Japan rallied, it had no difficulty in surpassing its previous all-time high, and this really stretched the price-earnings ratios into the stratosphere' [*Money Observer*]

'...bad news for the US economy ultimately may have been the cause of a late rally in stock prices yesterday' [*Wall Street Journal*]

ramp /ræmp/ *noun* an act of buying shares in order to force up the price (as

when a company buys its own shares illegally during a takeover bid)

rand /rænd/ *noun* a unit of currency used in South Africa

R&D *abbreviation* research and development

random /'rændəm/ *adjective* done without making any special selection

random check /,rændəm 'tʃek/ *noun* a check on items taken from a group without any special selection

random error /,rændəm 'erə/ *noun* a computer error for which there is no special reason

random sample /,rændəm 'sɑ:mpəl/ *noun* a sample taken without any selection

random sampling /,rændəm 'sɑ:mpliŋ/ *noun* the action of choosing of samples for testing without any special selection

random walk /,rændəm 'wɔ:k/ *noun*

1. a sampling technique which allows for random selection within specific limits set up by a non-random technique

2. a movement which cannot be predicted (used to describe movements in share prices which cannot be forecast)

range /reɪndʒ/ *noun* a scale of items from a low point to a high one □ **range of prices** the difference between the highest and lowest price for a share or bond over a period of time

range forward /reɪndʒ 'fɔ:wəd/ *noun* a forward currency contract which includes an option to purchase currency futures and so has the effect of limiting potential exchange losses

rank /ræŋk/ *noun* a position in a company or an organisation, especially one which shows how important someone is relative to others ○ *All managers are of equal rank.* ○ *Promotion means moving up from a lower rank.* □ **in rank order** in order according to position of importance ■ **verb 1.** to classify in order of importance ○ *Candidates are ranked in order of their test results.* **2.** to be in a certain position ○ *The non-voting shares rank equally with the voting shares.* ○ *Deferred ordinary shares do not rank for dividend.*

rata /'rɑ:tə/ ◊ **pro rata**

rate /reɪt/ *noun 1.* the money charged for time worked or work completed **2.**

an amount of money paid, e.g. as interest or dividend (shown as a percentage)

3. the value of one currency against another ○ *What is today's rate or the current rate for the dollar?* □ **to calculate costs on a fixed exchange rate** to calculate costs on an exchange rate which does not change **4.** an amount, number or speed compared with something else ○ *the rate of increase in redundancies* ○ *The rate of absenteeism or The absenteeism rate always increases in fine weather.*

'...state-owned banks cut their prime rate a percentage point to 11%' [*Wall Street Journal*]

'...the unions had argued that public sector pay rates had slipped behind rates applying in private sector employment' [*Australian Financial Review*]

'...royalties have been levied at a rate of 12.5% of full production' [*Lloyd's List*]

'...the minister is not happy that banks are paying low interest on current accounts of less than 10 per cent, but are charging rates of between 60 and 71 per cent on loans' [*Business in Africa*]

rateable value /,reɪtəb(ə)l 'vælju:/ *noun* a value of a property as a basis for calculating local taxes

rate of exchange /,reɪt əv ɪks-'tʃeɪndʒ/ *noun* same as **exchange rate** ○ *The current rate of exchange is \$1.60 to the pound.*

rate of inflation /,reɪt əv ɪn-'fleɪʃ(ə)n/ *noun* the percentage increase in prices over a twelve-month period

rate of interest /,reɪt əv ɪn'trəst/ *noun* same as **interest rate**

rate of production /,reɪt əv prə-'dʌkʃən/ *noun* the speed at which items are made. Also called **production rate**

rate of return /,reɪt əv rɪ'tʃɜ:n/ *noun* the amount of interest or dividend which comes from an investment, shown as a percentage of the money invested

rate of sales /,reɪt əv 'seɪlz/ *noun* the speed at which units are sold

rate of unemployment /,reɪt əv ʌ'nɒm'plɔɪmənt/ *noun* same as **unemployment rate**

rates *plural noun* local UK taxes formerly levied on property in the UK and now replaced by the council tax

rating /'reɪtɪŋ/ *noun 1.* the act of giving something a value, or the value given **2.** the valuing of property for local taxes. ♦ **ratings**

rating agency /'reɪtɪŋ ˌeɪdʒənsi/ *noun* an organisation which gives a rating to companies or other organisations issuing bonds

rating officer /'reɪtɪŋ ˌɒfɪsə/ *noun* an official in a local authority who decides the rateable value of a commercial property

ratings /'reɪtɪŋz/ *plural noun* the estimated number of people who watch TV programmes ○ *The show is high in the ratings, which means it will attract good publicity.*

ratio /'reɪʃiəʊ/ *noun* a proportion or quantity of something compared to something else ○ *the ratio of successes to failures* ○ *Our product outsells theirs by a ratio of two to one.* ○ *With less manual work available, the ratio of workers to managers is decreasing.*

ratio analysis /'reɪʃiəʊ əˌnæləsɪs/ *noun* a method of analysing the performance of a company by showing the figures in its accounts as ratios and comparing them with those of other companies

raw /rɔ:/ *adjective* in the original state or not processed

'...it makes sense for them to produce goods for sale back home in the US from plants in Britain where raw materials are relatively cheap'
[Duns Business Month]

raw data /rɔ: 'deɪtə/ *noun* data as it is put into a computer, without being analysed

raw materials /rɔ: mə'tɪəriəlz/ *plural noun* basic materials which have to be treated or processed in some way before they can be used, e.g. wood, iron ore or crude petroleum

RCPC *abbreviation* regional check processing center

R/D *abbreviation* refer to drawer

RDG *abbreviation* regional development grant

re- /rɪ:/ *prefix* again

reach /rɪ:tʃ/ *verb* to get to something □ **to reach an accommodation with creditors** to agree terms for settlement with creditors

react /rɪ'ækt/ *verb* □ **to react to** to do or to say something in reply to what someone has done or said ○ *Shares reacted sharply to the fall in the exchange*

rate. ○ *How will the chairman react when we tell him the news?*

reaction /rɪ'ækʃən/ *noun* a change or action in reply to something said or done ○ *the reaction of the shares to the news of the takeover bid* ○ *His immediate reaction was to make half the workforce redundant.*

read /rɪ:d/ *verb* to look at printed words and understand them ○ *The terms and conditions are printed in very small letters so that they are difficult to read.* ○ *Has the managing director read your report on sales in India?* □ **can the computer read this information?** can the computer take in this information and understand it or analyse it?

readable /'rɪ:dəb(ə)l/ *adjective* which can be read □ **the data has to be presented in computer-readable form** in a form which a computer can read

reader/sorter /,rɪ:də 'sɔ:təl/ *noun* a machine in a bank which reads cheques and sorts them automatically

readjust /,rɪ:ə'dʒʌst/ *verb* to adjust something again or in a new way, or to change in response to new conditions ○ *to readjust prices to take account of the rise in the costs of raw materials* ○ *to readjust salary scales* ○ *Share prices readjusted quickly to the news of the devaluation.*

readjustment /,rɪ:ə'dʒʌstmənt/ *noun* an act of readjusting ○ *a readjustment in pricing* ○ *After the devaluation there was a period of readjustment in the exchange rates.*

ready /'redi/ *adjective* quick □ **these items find a ready sale in the Middle East** these items sell rapidly or easily in the Middle East

ready cash /,redi 'kæʃ/ *noun* money which is immediately available for payment

ready money /,redi 'mʌni/ *noun* cash or money which is immediately available

real¹ /rɪəl/ *adjective* (of prices or amounts) shown in terms of money adjusted for inflation □ **in real terms** actually or really ○ *Salaries have gone up by 3% but with inflation running at 5% that is a fall in real terms.*

'...real wages have been held down dramatically: they have risen as an annual rate of only 1% in the last two years' [Sunday Times]

'...sterling M3 rose by 13.5% in the year to August – seven percentage points faster than the rate of inflation and the biggest increase in real terms for years' [*Economist*]

'Japan's gross national product for the April-June quarter dropped 0.4% in real terms from the previous quarter' [*Nikkei Weekly*]

'...the Federal Reserve Board has eased interest rates in the past year, but they are still at historically high levels in real terms' [*Sunday Times*]

real² /reɪ'ɑ:l/ *noun* a unit of currency used in Brazil

real earnings /rɪəl 'z:ɪnɪŋz/ *plural noun* income which is available for spending after tax and other contributions have been deducted, corrected for inflation. Also called **real income**, **real wages**

real estate /'rɪəl ɪ,steɪt/ *noun* property in the form of land or buildings

'...on top of the cost of real estate, the investment in inventory and equipment to open a typical warehouse comes to around \$5 million' [*Duns Business Month*]

real estate agent /'rɪəl ɪ,steɪt ,eɪdʒənt/ *noun* *US* a person who sells property for customers

real estate investment trust /rɪəl ɪ,steɪt ɪn'vestmənt trʌst/ *noun* a public trust company which invests only in property. Abbreviation **REIT**

real income /rɪəl 'ɪnkʌm/ *noun* same as **real earnings**

real interest rate /rɪəl 'ɪntrəst reɪt/ *noun* an interest rate after taking inflation into account

realisable assets /,rɪəlaɪzəb(ə)l 'æsets/ *noun* assets which can be sold for money

realisation /,rɪəlaɪ'zeɪʃ(ə)n/, **realization** *noun* the act of making real □ **the realisation of a project** putting a project into action ○ *The plan moved a stage nearer realisation when the contracts were signed.*

realisation of assets /,rɪəlaɪ-'zeɪʃ(ə)n əv/ *noun* the act of selling of assets for money

realise /'rɪəlaɪz/, **realize** *verb* **1.** to make something become real □ **to realise a project or a plan** to put a project or a plan into action **2.** to sell for money ○ *The company was running out of cash, so the board decided to realise some property or assets.* ○ *The sale realised £100,000.*

realised profit /,rɪəlaɪzd 'prɒfɪt/ *noun* an actual profit made when something is sold (as opposed to paper profit)

real money /rɪəl 'mʌni/ *noun* cash used for settling debts (as opposed to cheques, drafts, etc.)

real rate of return /rɪəl ,reɪt əv rɪ-'tʃ:ɪn/ *noun* an actual rate of return, calculated after taking inflation into account

real return after tax /rɪəl rɪ,tʃ:ɪn ,ɑ:ftə 'tæks/ *noun* the return calculated after deducting tax and inflation

real time /'rɪəl taɪm/ *noun* the time when a computer is working on the processing of data while the event to which the data refers is actually taking place ○ *The website allows you to check share prices in real time or gives real time information on share prices.*

real-time gross settlement system /,rɪəl taɪm grəʊs 'set(ə)lmənt ,sɪstəm/ *noun* an international system for making computerised transfers of money. Abbreviation **RTGS system**

real-time system /'rɪəl taɪm ,sɪstəm/ *noun* a computer system where data is inputted directly into the computer which automatically processes it to produce information which can be used immediately

realtor /'rɪəltə/ *noun* *US* a person who sells real estate for customers

reality /'rɪəlti/ *noun* property or real estate

real value /rɪəl 'vælju:/ *noun* a value of an investment which is kept the same (e.g. by index-linking)

real wages /rɪəl 'weɪdʒɪz/ *plural noun* same as **real earnings**

reasonable /'rɪ:z(ə)nəb(ə)l/ *adjective* **1.** sensible, or not annoyed ○ *The manager of the shop was very reasonable when I tried to explain that I had left my credit cards at home.* □ **no reasonable offer refused** we will accept any offer which is not extremely low **2.** moderate or not expensive ○ *The restaurant offers good food at reasonable prices.* ○ *The union has decided to put in a reasonable wage claim.*

reassess /,rɪ:ə'ses/ *verb* to assess again ○ *The manager was asked to reassess the department staff, after the as-*

assessments were badly done by the supervisors.

reassessment /ˌri:ə'sesmənt/ *noun* a new assessment

reassurance /ˌri:ə'ʃʊərəns/ *noun* the act of making someone feel less worried

reassure /ˌri:ə'ʃʊə/ *verb* 1. to make someone calm or less worried ○ *The markets were reassured by the government statement on import controls.* ○ *The manager tried to reassure her that she would not lose her job.* 2. to reassure, to spread the risk of an insurance by asking another insurance company to cover part of it and receive part of the premium

rebate /ˌri:beɪt/ *noun* 1. a reduction in the amount of money to be paid ○ *We are offering a 10% rebate on selected goods.* 2. money returned to someone because they have paid too much ○ *She got a tax rebate at the end of the year.*

rebound /ˌri:'baʊnd/ *verb* to go back up again quickly ○ *The market rebounded on the news of the government's decision.*

recapitalisation /ˌri:kæpɪt(ə)laɪ-'zeɪʃ(ə)n/, **recapitalization** *noun* a change in the capital structure of a company (as when new shares are issued), especially when undertaken to avoid the company going into liquidation

recapitalise /ˌri:kæpɪt(ə)laɪz/, **recapitalize** *verb* to change the capital structure of a company (as by issuing new shares), especially to avoid the company going into liquidation

recd *abbreviation* received

receipt /ˌri:'si:t/ *noun* 1. a piece of paper showing that money has been paid or that something has been received ○ *Please produce your receipt if you want to exc* ○ *He kept the customs receipt to show that he had paid duty on the goods.* ○ *Keep the receipt for items purchased in case you need to change them later.* 2. the act of receiving something ○ *Goods will be supplied within thirty days of receipt of order.* ○ *Invoices are payable within thirty days of receipt.* ○ *On receipt of the notification, the company lodged an appeal.* □ **to acknowledge receipt of a letter** to write to say that you have received a letter ○ *We acknowledge receipt of your letter of the*

15th. ♦ **receipts** ■ *verb* to stamp or to sign a document to show that it has been received, or to stamp an invoice to show that it has been paid ○ *Receipted invoices are filed in the ring binder.*

receipt book /ˌri:'si:t bu:k/ *noun* a book of blank receipts to be filled in when purchases are made

receipts /ˌri:'si:t/ *plural noun* money taken in sales ○ *to itemise receipts and expenditure* ○ *Receipts are down against the same period of last year.*

'...the public sector borrowing requirement is kept low by treating the receipts from selling public assets as a reduction in borrowing' [*Economist*]

'...gross wool receipts for the selling season to end June appear likely to top \$2 billion' [*Australian Financial Review*]

receipts and payments basis /ˌri:'si:t ən 'peɪmənts 'beɪsɪs/ *noun* a method of preparing the accounts of a business, where receipts and payments are shown at the time when they are made (as opposed to showing debits or credits which are outstanding at the end of the accounting period; also called 'cash basis')

receivable /ˌri:'si:vəb(ə)l/ *adjective* which can be received

receivables /ˌri:'si:vəb(ə)lz/ *plural noun* money which is owed to a company

receive /ˌri:'si:v/ *verb* to get something which is given or delivered to you ○ *We received the payment ten days ago.* ○ *The workers have not received any salary for six months.* ○ *The goods were received in good condition.* □ **'received with thanks'** words put on an invoice to show that a sum has been paid

receiver /ˌri:'si:və/ *noun* 1. a person who receives something ○ *He signed as receiver of the shipment.* 2. same as **official receiver**

receivership /ˌri:'si:vəʃɪp/ *noun* □ **the company went into receivership** the company was put into the hands of a receiver

'...it suggests a classic case for receivership. There appear to be good businesses to be sold to the right owner within a group that is terminally sick' [*Times*]

receiving /ˌri:'si:vɪŋ/ *noun* an act of getting something which has been delivered

receiving bank /rɪ'si:vɪŋ bæŋk/ *noun* a bank which receives money via electronic transfer

receiving clerk /rɪ'si:vɪŋ klɑ:k/ *noun* an official who works in a receiving office

receiving department /rɪ'si:vɪŋ dɪˌpɑ:t'mənt/ *noun* a section of a company which deals with incoming goods or payments

receiving office /rɪ'si:vɪŋ ˌɒfɪs/ *noun* an office where goods or payments are received

receiving order /rɪ'si:vɪŋ ˌɔ:də/ *noun* an order from a court appointing an official receiver to a company

recession /rɪ'seʃ(ə)n/ *noun* a period where there is a decline in trade or in the economy ○ *The recession has reduced profits in many companies.* ○ *Several firms have closed factories because of the recession.*

COMMENT: There are various ways of deciding if a recession is taking place: the usual one is when the GNP falls for three consecutive quarters.

reciprocal /rɪ'sɪpræk(ə)l/ *adjective* done by one person, company or country to another one, which does the same thing in return ○ *We signed a reciprocal agreement or a reciprocal contract with a Russian company.*

reciprocal holdings /rɪ'sɪpræk(ə)l 'həʊldɪŋz/ *plural noun* a situation where two companies own shares in each other to prevent takeover bids

reciprocal trade /rɪ'sɪpræk(ə)l 'treɪd/ *noun* trade between two countries

reciprocate /rɪ'sɪprəkeɪt/ *verb* to do the same thing for someone as that person has done for you ○ *They offered us an exclusive agency for their cars and we reciprocated with an offer of the agency for our buses.*

'...in 1934 Congress authorized President Roosevelt to seek lower tariffs with any country willing to reciprocate' [*Duns Business Month*]

reckon /'rekən/ *verb* to calculate something ○ *to reckon the costs at £25,000* ○ *We reckon the loss to be over £1m.* ○ *They reckon the insurance costs to be too high.*

reclamation /ˌrekleɪ'meɪʃ(ə)n/ *noun* US the process of recovering money

owed by a bank or securities firm to a customer because of an error

recognise /'rekəɡnaɪz/, **recognize** *verb* □ *to recognise a union* to agree that a union can act on behalf of employees in a company ○ *Although more than half the staff had joined the union, the management refused to recognise it.*

recognised agent /ˌrekəɡnaɪzd 'eɪdʒənt/ *noun* an agent who is approved by the company for which they act

recommended retail price /ˌrekəməndɪd 'ri:teɪl praɪs/ *noun* the price at which a manufacturer suggests a product should be sold on the retail market, though this may be reduced by the retailer. Abbreviation **RRP**. Also called **administered price, manufacturer's recommended price**

reconcile /'rekənsaɪl/ *verb* to make two financial accounts or statements agree ○ *She is trying to reconcile one account with another or to reconcile the two accounts.*

reconciliation /ˌrekənsaɪli'eɪʃ(ə)n/, **reconcilement** /'rekənsaɪlmənt/ *noun* the act of making two accounts or statements agree

reconciliation statement /ˌrekənsaɪli'eɪʃ(ə)n 'steɪtmənt/ *noun* a statement which explains how two accounts can be made to agree

record *noun* /'rekɔ:d/ **1.** a report of something which has happened ○ *The chairman signed the minutes as a true record of the last meeting.* ○ *He has a very poor timekeeping record.* □ **for the record or to keep the record straight** in order that everyone knows what the real facts of the matter are ○ *For the record, I should like to say that these sales figures have not yet been checked by the sales department.* □ **on record** reported in a published document, e.g. in a newspaper ○ *The chairman is on record as saying that profits are set to rise.* □ **off the record** unofficially, in private ○ *He made some remarks off the record about the disastrous home sales figures.* **2.** a success which is better than anything before ○ *Last year was a record year for the company.* ○ *Our top sales rep has set a new record for sales per call.* □ **record sales, record losses, record profits** sales, losses or profits which are

higher than ever before □ **we broke our record for June** we sold more than we have ever sold before in June ○ *Sales last year equalled the record set in 1997.* ■ **verb** /rɪ'kɔ:d/ to note or report something ○ *The company has recorded another year of increased sales.*

record book /'rekɔ:d bʊk/ *noun* a book in which minutes of meetings are kept

record-breaking /'rekɔ:d ,breɪkɪŋ/ *adjective* better or worse than anything which has happened before ○ *We are proud of our record-breaking profits in 2000.*

record date /'rekɔ:d deɪt/ *noun* same as **date of record**

recorded delivery /rɪ'kɔ:dɪd dɪ-'lɪv(ə)rɪ/ *noun* a mail service where the letters are signed for by the person receiving them ○ *We sent the documents (by) recorded delivery.*

recording /rɪ'kɔ:dɪŋ/ *noun* the act of making a note of something ○ *the recording of an order or of a complaint*

recording of a lien /rɪ'kɔ:dɪŋ əv ə 'li:ən/ *noun* a note in the public records showing a lien on a property (such as a mortgage)

records /'rekɔ:dz/ *plural noun* documents which give information ○ *The names of customers are kept in the company's records.* ○ *We find from our records that our invoice number 1234 has not been paid.*

recoup /rɪ'ku:p/ *verb* □ **to recoup your losses** to get back money which you thought you had lost

recourse /rɪ'kɔ:s/ *noun* a right of a lender to compel a borrower to repay money borrowed □ **to decide to have recourse to the courts to obtain money due** to decide in the end to sue someone to obtain money owed

recover /rɪ'kʌvə/ *verb* **1.** to get back something which has been lost ○ *to recover damages from the driver of the car* ○ *to start a court action to recover property* ○ *He never recovered his money.* ○ *The initial investment was never recovered.* **2.** to get better, to rise ○ *The market has not recovered from the rise in oil prices.* ○ *The stock market fell in the morning, but recovered during the afternoon.*

recoverable /rɪ'kʌv(ə)rəb(ə)l/ *adjective* which can be got back

recoverable ACT /rɪ'kʌv(ə)rəb(ə)l eɪ sɪ: 'ti:/ *noun* advance corporation tax which can be set against corporation tax payable for the period

recoverable amount /rɪ'kʌv(ə)rəbl ə'maʊnt/ *noun* the value of an asset, either the price it would fetch if sold, or its value to the company when used (whichever is the larger figure)

recovery /rɪ'kʌv(ə)rɪ/ *noun* **1.** the act of getting back something which has been lost ○ *to start an action for recovery of property* ○ *We are aiming for the complete recovery of the money invested.* **2.** a movement upwards of shares or of the economy ○ *signs of recovery after a slump* ○ *The economy staged a recovery.*

recovery share /rɪ'kʌv(ə)rɪ ʃeə/ *noun* a share which is likely to go up in value because the company's performance is improving

rectify /'rektɪfaɪ/ *verb* to correct something, to make something right ○ *to rectify an entry* (NOTE: **rectifies – rectifying – rectified**)

recurrent /rɪ'kʌrənt/ *adjective* which happens again and again ○ *a recurrent item of expenditure* ○ *There is a recurrent problem in supplying this part.*

recurring /rɪ'kɜ:ɪŋ/ *adjective* which happens again and again

recurring payments /rɪ'kɜ:ɪŋ 'peɪmənts/ *plural noun* payments, such as mortgage interest or payments on a hire purchase agreement, which are made each month

recycle /rɪ:'saɪk(ə)l/ *verb* to use money in a different way (as by investing profits from industry in developing environmental resources)

recycling /rɪ:'saɪklɪŋ/ *noun* the action of banks in putting deposits into a bank which is in difficulties, in order to keep it afloat

red /red/ *noun* □ **in the red** showing a debit or loss ○ *My bank account is in the red.* ○ *The company went into the red in 1998.* ○ *The company is out of the red for the first time since 1990.*

Red Book /'red bʊk/ *noun* a document published on Budget Day, with the

text of the Chancellor of the Exchequer's financial statement and budget

Red chips /'red tʃɪps/ *plural noun* good risk-free Chinese companies

red clause credit /,red kləʊz 'kredit/ *noun* a letter of credit authorising the holder to receive an advance payment, usually so that he can continue trading

red day /'red deɪ/ *noun* *US* a day which is not profitable (NOTE: The opposite is **green day**.)

redeem /rɪ'di:m/ *verb* **1.** to pay off a loan or a debt ○ *to redeem a mortgage* ○ *to redeem a debt* **2.** □ **to redeem a bond** to sell a bond for cash **3.** to exchange a voucher, coupon or stamp for a gift or a reduction in price

redeemable /rɪ'di:məb(ə)l/ *adjective* referring to a bond which can be sold for cash

redeemable government stock /rɪ'di:məb(ə)l ˌɡʌv(ə)mənt 'stɒk/ *noun* stock which can be redeemed for cash at some time in the future (in the UK, only the War Loan is irredeemable)

redeemable preference share /rɪ'di:məb(ə)l 'pref(ə)rəns ʃeə/ *noun* a preference share which must be bought back by the company at a certain date and for a certain price

redeemable security /rɪ'di:məb(ə)l sɪ'kjuəriti/ *noun* a security which can be redeemed at its face value at a certain date in the future

redemption /rɪ'dempʃən/ *noun* **1.** the repayment of a loan □ **redemption before due date** paying back a loan before the date when repayment is due **2.** the repayment of a debt ○ *redemption of a mortgage*

redemption date /rɪ'dempʃən deɪt/ *noun* a date on which a loan or debt is due to be repaid

redemption value /rɪ'dempʃən ˌvælju:/ *noun* a value of a security when redeemed

redemption yield /rɪ'dempʃən jɪld/ *noun* a yield on a security including interest and its redemption value

red herring /red 'herɪŋ/ *noun* *US* a preliminary prospectus, the first prospectus for a new share issue, produced to see the market reaction to the proposed issue, but without giving a price

for the new shares (similar to the British 'pathfinder prospectus'; called this because the first page has a notice printed in red which states that it is not a full offer)

rediscount /rɪ:'dɪskaʊnt/ *verb* to discount a bill of exchange which has already been discounted by a commercial bank

redistribute /,rɪ:'dɪstrɪbjʊt/ *verb* to move items, work or money to different areas or people ○ *The government aims to redistribute wealth by taxing the rich and giving grants to the poor.* ○ *The orders have been redistributed among the company's factories.*

redistribution of risk /,rɪ:'dɪstrɪbjʊʃən əv 'rɪsk/ *noun* the process of spreading the risk of an investment or of an insurance among various insurers

redistribution of wealth /,rɪ:'dɪstrɪbjʊʃən əv 'welθ/ *noun* the process of sharing wealth among the whole population

redlining /'redlaɪnɪŋ/ *noun* the illegal practice of discriminating against prospective borrowers because of the area of the town in which they live

red tape /red 'teɪp/ *noun* official paperwork which takes a long time to complete ○ *The start of the new project has been held up by extra checks and government red tape.*

reduce /rɪ'dju:s/ *verb* **1.** to make something smaller or lower ○ *We must reduce expenditure if we want to stay in business.* ○ *They have reduced prices in all departments.* ○ *We were expecting the government to reduce taxes not to increase them.* ○ *We have made some staff redundant to reduce overmanning.* ○ *The company reduced output because of a fall in demand.* ○ *The government's policy is to reduce inflation to 5%.* □ **to reduce staff** to make employees redundant in order to have a smaller number of staff **2.** to lower the price of something ○ *Carpets have been reduced from £100 to £50.*

reduced /rɪ'dju:st/ *adjective* lower ○ *Reduced prices have increased unit sales.* ○ *Prices have fallen due to a reduced demand for the goods.*

reduced rate /rɪ'dju:st 'reɪt/ *noun* a specially cheap charge

reducing balance method /rɪˌdjuːsɪŋ ˈbæləns ˌmeθəd/ *noun* a method of depreciating assets, where the asset is depreciated at a constant percentage of its cost each year

reduction /rɪˈdʌkʃən/ *noun* an act of making something smaller or less ○ *Reduction in demand has led to the cancellation of several new projects.* ○ *The company was forced to make reductions in its advertising budget.* ○ *Price reductions have had no effect on our sales.* ○ *Working only part-time will mean a significant reduction in take-home pay.*

redundancy /rɪˈdʌndənsi/ *noun* the dismissal of a person whose job no longer needs to be done

redundancy payment /rɪˈdʌndənsi ˌpeɪmənt/ *noun* a payment made to a worker to compensate for losing his or her job

redundancy rebate /rɪˈdʌndənsi ˌriːbeɪt/ *noun* a payment made to a company to compensate for redundancy payments made

redundant /rɪˈdʌndənt/ *adjective* 1. more than is needed, useless ○ *a redundant clause in a contract* ○ *The new legislation has made clause 6 redundant.* ○ *Retraining can help workers whose old skills have become redundant.* 2. □ **to make someone redundant** to dismiss an employee who is not needed any more

redundant staff /rɪˈdʌndənt ˈstɑːf/ *noun* staff who have lost their jobs because they are not needed any more

re-export *noun* /rɪˈeksɔːt/ the exporting of goods which have been imported ○ *The port is a centre for the re-export trade.* ○ *We import wool for re-export.* ○ *The value of re-exports has increased.* ■ *verb* /rɪˈekˈspɔːt/ to export something which has been imported

re-exportation /rɪˈeksɔːteɪʃ(ə)n/ *noun* the exporting of goods which have been imported

ref *abbreviation* reference

refer /rɪˈfɜː/ *verb* □ **‘refer to drawer’ (R/D)** words written on a cheque which a bank refuses to pay and returns it to the person who wrote it □ **the bank referred the cheque to drawer** the bank returned the cheque to person who

wrote it because there was not enough money in the account to pay it

reference /ˈref(ə)rəns/ *noun* 1. the process of mentioning or dealing with something ○ *with reference to your letter of May 25th* 2. a series of numbers or letters which make it possible to find a document which has been filed ○ *our reference: PC/MS 1234* ○ *Thank you for your letter (reference 1234).* ○ *Please quote this reference in all correspondence.* 3. a written report on someone’s character or ability ○ *to write someone a reference* or *to give someone a reference* ○ *to ask applicants to supply references* □ **to ask a company for trade references or for bank references** to ask for reports from traders or a bank on the company’s financial status and reputation

refinance /ˌrɪːfaɪˈnæns/ *verb* to extend a loan by exchanging it for a new one (normally done when the terms of the new loan are better)

refinancing /rɪːˈfaɪənsɪŋ/ *noun* □ **refinancing of a loan** the act of taking out a new loan to pay back a previous loan

‘...the refinancing consisted of a two-for-five rights issue, which took place in September this year, to offer 55.8m shares at 2p and raise about £925,000 net of expenses’ [Accountancy]

reflate /rɪˈfleɪt/ *verb* □ **to reflate the economy** to stimulate the economy by increasing the money supply or by reducing taxes, often leading to increased inflation ○ *The government’s attempts to reflate the economy were not successful.*

reflation /rɪˈfleɪʃ(ə)n/ *noun* an act of stimulating the economy by increasing the money supply or by reducing taxes

reflationary measures /rɪˌfleɪʃ(ə)n(ə)rɪ ˈmeʃəz/ *plural noun* actions which are likely to stimulate the economy

refund *noun* /ˈrɪːfʌnd/ money paid back ○ *The shoes don’t fit – I’m going to ask for a refund.* ○ *She got a refund after complaining to the manager.* ■ *verb* /rɪˈfʌnd/ to pay back money ○ *to refund the cost of postage* ○ *All money will be refunded if the goods are not satisfactory.*

refundable /rɪˈfʌndəb(ə)l/ *adjective* which can be paid back ○ *We ask for a refundable deposit of £20.* ○ *The en-*

trance fee is refundable if you purchase £5 worth of goods.

refunding /ri:'fʌndɪŋ/ *noun* the process, on the part of a government, of funding a debt again, by issuing new stock to replace stock which is about to mature

region /'ri:dʒən/ *noun* a large area of a country ○ *Her territory consists of all the eastern region of the country.*

regional /'ri:dʒ(ə)nəl/ *adjective* referring to a region

regional bank /'ri:dʒ(ə)nəl bæŋk/ *noun* a bank which services one part of the country

regional check processing center /'ri:dʒ(ə)nəl tʃek 'prəʊsesɪŋ ,sentə/ *noun* *US* a Federal Reserve clearing centre which clears cheques from banks within a certain area. Abbreviation **RCPC**

regional development grant /'ri:dʒ(ə)nəl drɪ'veləpmənt grɑ:nt/ *noun* a grant given to encourage a business to establish itself in a certain part of the country. Abbreviation **RDG**

regional planning /'ri:dʒ(ə)nəl 'plænɪŋ/ *noun* the work of planning the industrial development of a region

regional stock exchange /'ri:dʒ(ə)nəl 'stɒk ɪks,tʃeɪndʒ/ *noun* a stock exchange which is not in the main finance centre (e.g. not in New York or London)

register /'redʒɪstə/ *noun* an official list ○ *to enter something in a register* ○ *to keep a register up to date* ○ *people on the register of electors* ■ **verb 1.** *to write something in an official list* ○ *to register a fall in the numbers of unemployed teenagers* ○ *You must register the trademark* i ○ *To register a company you must pay a fee to Companies House.* ○ *When a property is sold, the sale is registered at the Land Registry.* **2.** *to send a letter by registered post* ○ *I registered the letter, because it contained some money.*

registered /'redʒɪstəd/ *adjective* which has been noted on an official list ○ *a registered share transaction*

registered cheque /'redʒɪstəd 'tʃek/ *noun* a cheque written on a bank account on behalf of a client who does not have a bank account

registered company /,redʒɪstəd 'kʌmp(ə)nɪ/ *noun* company which has been officially set up and registered with the Registrar of Companies

registered letter /,redʒɪstəd 'letə/, **registered parcel** /,redʒɪstəd 'pɑ:s(ə)l/ *noun* a letter or parcel which is noted by the post office before it is sent, so that the sender can claim compensation if it is lost

registered office /,redʒɪstəd 'ɒfɪs/ *noun* the office address of a company which is officially registered with the Companies' Registrar

registered security /,redʒɪstəɪd sɪ-'kjuəriti/ *noun* a security (such as a share in a quoted company) which is registered with Companies House and whose holder is listed in the company's share register

register of directors /,redʒɪstə əv daɪ'rektəz/ *noun* an official list of the directors of a company which has to be sent to the Registrar of Companies

register of interests in shares /,redʒɪstə əv ,ɪntrəsts ɪn 'ʃeəz/ *noun* a list kept by a company of those shareholders who own more than 3% of its shares

registrar /,redʒɪ'strɑ:/ *noun* a person who keeps official records

Registrar of Companies /,redʒɪstrɑ: əv 'kʌmp(ə)nɪz/ *noun* a government official whose duty is to ensure that companies are properly registered, and that, when registered, they file accounts and other information correctly

registration /,redʒɪ'streɪf(ə)n/ *noun* the act of having something noted on an official list ○ *the registration of a trademark or of a share transaction*

registration fee /,redʒɪ'streɪf(ə)n fi:/ *noun* **1.** money paid to have something registered **2.** money paid to attend a conference

registration number /,redʒɪ'streɪf(ə)n ,nʌmbə/ *noun* an official number, e.g. the number of a car

registration statement /,redʒɪ'streɪf(ə)n ,steɪtmənt/ *noun* a document which gives information about a company when it is registered and listed on a stock exchange (NOTE: The UK term is **listing particulars**.)

regression analysis /rɪˈɡres(ə)n ə-
ˈnæləsɪs/, **regression model** /rɪ-
ˈɡres(ə)n ˌmɒd(ə)l/ *noun* a method of
discovering the ratio of one dependent
variable and one or more independent
variables, so as to give a value to the de-
pendent variable

regressive taxation /rɪˌɡresɪv tæk-
ˈseɪf(ə)n/ *noun* a system of taxation in
which tax gets progressively less as in-
come rises. Compare **progressive**
taxation

regular /ˈregjʊlə/ *adjective* which
happens or comes at the same time each
day, each week, each month or each
year ○ *His regular train is the 12.45.* ○
The regular flight to Athens leaves at
06.00.

regular income /ˌregjʊlə ˈɪnkʌm/
noun an income which comes in every
week or month ○ *She works freelance*
so she does not have a regular income.

regulate /ˈregjuleɪt/ *verb* **1.** to adjust
something so that it works well or is
correct **2.** to change or maintain some-
thing by law □ **prices are regulated by**
supply and demand prices are in-
creased or lowered according to supply
and demand □ **government-regulated**
price a price which is imposed by the
government

regulated consumer credit
agreement /ˌregjuleɪtɪd kənˌsju:mə
ˈkredit əˌɡri:mənt/ *verb* a credit agree-
ment according to the Consumer Credit
Act

regulation /ˌregjʊˈleɪf(ə)n/ *noun* **1.** a
law or rule ○ *the new government regu-*
lations on housing standards ○ *Fire*
regulations or Safety regulations were
not observed at the restaurant. ○ *Regu-*
lations concerning imports and exports
are set out in this leaflet. **2.** the process
of making sure that something will work
well or correctly ○ *government regula-*
tion of trading practices

‘EC regulations which came into effect in July
insist that customers can buy cars anywhere in
the EC at the local pre-tax price’
[*Financial Times*]

‘...a unit trust is established under the
regulations of the Department of Trade, with a
trustee, a management company and a stock of
units’ [*Investors Chronicle*]

‘...fear of audit regulation, as much as financial
pressures, is a major factor behind the increasing
number of small accountancy firms deciding to

sell their practices or merge with another firm’
[*Accountancy*]

regulation agency /ˌregjʊˈleɪf(ə)n
ˌeɪdʒənsɪ/ *noun* an organisation which
sees that members of an industry follow
government regulations

Regulation Q /ˌregjuleɪf(ə)n ˈkjuː/
noun **US** a federal regulation which lim-
its the amount of interest banks can pay
on deposits

Regulation S-X /ˌregjuleɪf(ə)n es
ˈeks/ *noun* the rule of the US Securities
and Exchange Commission which regu-
lates annual reports from companies

regulator /ˈregjuleɪtə/ *noun* a person
whose job it is to see that regulations are
followed

‘...the regulators have sought to protect
investors and other market participants from
the impact of a firm collapsing’ [*Banking*
Technology]

regulatory /ˈregjələt(ə)rɪ/ *adjective*
which applies regulations

regulatory powers /ˈregjələt(ə)rɪ
ˈpaʊəz/ *noun* powers to enforce govern-
ment regulations

reimburse /ˌriːɪmˈbɜːs/ *verb* □ **to re-**
imburse someone their expenses to
pay someone back for money which
they have spent ○ *You will be reim-*
bursed for your expenses or *Your ex-*
penses will be reimbursed.

reimbursement /ˌriːɪmˈbɜːsmənt/
noun the act of paying back money ○
reimbursement of expenses

reinstatement /ˌriːɪnˈsteɪtmənt/
noun the act of giving a borrower back
his or her former credit status after he or
she has paid off outstanding debts

reinsurance /ˌriːɪnˈfʊərəns/ *noun*
insurance where a second insurer (the
reinsurer) agrees to cover part of the risk
insured by the first insurer

reinsure /ˌriːɪnˈfʊə/ *verb* to spread
the risk of an insurance, by asking an-
other insurance company to cover part
of it and receive part of the premium

reinsurer /ˌriːɪnˈfʊərə/ *noun* an in-
surance company which accepts to in-
sure part of the risk for another insurer

reintermediation /rɪˌɪntəmiːdi-
ˈeɪf(ə)n/ *noun* the act of withdrawing
funds from investments such as shares
or bonds and transferring them into cash
deposits in banks (NOTE: The opposite
is **disintermediation**.)

reinvest /ˌriːɪn'vest/ *verb* to invest money again ○ *He sold his shares and reinvested the money in government stocks.*

reinvestment /ˌriːɪn'vestmənt/ *noun* **1.** the act of investing money again in the same securities **2.** the act of investing a company's earnings in its own business by using them to create new products for sale

'...many large US corporations offer shareholders the option of reinvesting their cash dividend payments in additional company stock at a discount to the market price. But to some big securities firms these discount reinvestment programs are an opportunity to turn a quick profit' [*Wall Street Journal*]

REIT *abbreviation* US real estate investment trust. ♦ **equity REIT, mortgage REIT**

reject *noun* /rɪ'dʒekt/, *adjective* (something) which has been thrown out because it is not of the usual standard ○ *sale of rejects or of reject items* ○ *to sell off reject stock* ■ *verb* /rɪ'dʒekt/ to refuse to accept something, or to say that something is not satisfactory ○ *The union rejected the management's proposals.* □ **the company rejected the takeover bid** the directors recommended that the shareholders should not accept the bid

rejection /rɪ'dʒekʃən/ *noun* a refusal to accept something, such as a refusal to give a customer credit ○ *The rejection of the company's offer meant that the negotiations had to start again.* ○ *After the union's rejection of the offer, management came back with new redundancy terms.* ○ *The board recommended rejection of the bid.*

related /rɪ'leɪtɪd/ *adjective* connected or linked ○ *related items on the agenda*

related company /rɪ'leɪtɪd 'kʌmp(ə)nɪ/ *noun* a company in which another company makes a long-term capital investment in order to gain control or influence

relative strength index /ˌrɛlətɪv streŋθ ˌɪndeks/ *noun* an indicator used to compare the current price of an instrument or market to the price at a previous period. It identifies when a share is overbought or oversold. Abbreviation **RSI**

relative value funds /ˌrɛlətɪv 'væljuː fʌndz/ *plural noun* hedge

funds not related to general market movements, but which try to find opportunities to arbitrage temporary slight changes in the relative values of particular financial assets

release /rɪ'liːs/ *noun* **1.** the act of setting someone free or of making something or someone no longer subject to an obligation or restriction ○ *release from a contract* ○ *the release of goods from customs* ○ *He was offered early release so that he could take up his new job.* **2.** the act of making something public, or a public announcement **3.** the act of putting something on the market, or something put on the market ■ *verb* **1.** to free something or someone ○ *to release goods from customs* ○ *to release someone from a debt* ○ *Customs released the goods against payment of a fine.* **2.** to make something public ○ *The company released information about the new mine in Australia.* ○ *The government has refused to release figures for the number of unemployed women.* **3.** to put something on the market ○ *They released several new CDs this month.* □ **to release dues** to send off orders which had been piling up while a product was out of stock

'...pressure to ease monetary policy mounted yesterday with the release of a set of pessimistic economic statistics' [*Financial Times*]

'...the national accounts for the March quarter released by the Australian Bureau of Statistics showed a real increase in GDP' [*Australian Financial Review*]

release note /rɪ'liːs nəʊt/ *noun* a note from a bank to say that a bill of exchange has been paid

relevant /ˈrɛləv(ə)nt/ *adjective* which has to do with what is being discussed or the current situation ○ *Which is the relevant government department?* ○ *Can you give me the relevant papers?* ○ *The new assistant does not have any relevant experience.*

relief /rɪ'liːf/ *noun* help

reminder /rɪ'maɪndə/ *noun* a letter to remind a customer that he or she has not paid an invoice ○ *to send someone a reminder*

remission of taxes /rɪ,mɪʃ(ə)n əv 'tæksɪz/ *noun* a refund of taxes which have been overpaid

remit /rɪ'mɪt/ *verb* to send money ○ *to remit by cheque* (NOTE: **remitting** – **remitted**)

remittance /rɪ'mɪt(ə)ns/ *noun* money which is sent (e.g. to pay back a debt or to pay an invoice) ○ *Please send remittances to the treasurer.* ○ *The family lives on a weekly remittance from their father in the USA.*

remittance advice /rɪ'mɪt(ə)ns əd-
vɪs/ , **remittance slip** /rɪ'mɪt(ə)ns
slɪp/ *noun* an advice note sent with pay-
ment, showing why it is being made (i.e.
quoting the invoice number or a refer-
ence number)

remitting bank /rɪ'mɪtɪŋ bæŋk/ *verb*
a bank into which a person has depos-
ited a cheque, and which has the duty to
collect the money from the account of
the writer of the cheque

remunerate /rɪ'mju:nəreɪt/ *verb* to
pay someone for doing something ○ *The
company refused to remunerate them
for their services.*

remuneration /rɪ'mju:nə'reɪʃ(ə)n/
noun payment for services ○ *The job is
interesting but the remuneration is low.*
○ *She receives a small remuneration of
£400 a month.* ○ *No one will work hard
for such poor remuneration.*

COMMENT: Remuneration can take sev-
eral forms: e.g. a regular monthly salary
cheque, a cheque or cash payment for
hours worked or for work completed.

remunerative /rɪ'mju:nərətɪv/ *ad-
jective* referring to a job which pays
well ○ *She is in a highly remunerative
job.*

render /'rendə/ *verb* □ **to render an
account** to send in an account ○ *Please
find enclosed payment per account
rendered.*

renege /rɪ'neɪg, rɪ'ni:g/ *verb* □ **to re-
nege on a promise** not to do something
which you had promised to do (*formal*)
○ *I was furious when he reneged on the
deal.*

renegotiate /,rɪ:nɪ'gəʊʃiət/ *verb* to
negotiate something again ○ *The com-
pany was forced to renegotiate the
terms of the loan.*

renew /rɪ'nju:/ *verb* to continue some-
thing for a further period of time ○ *We
have asked the bank to renew the bill of
exchange.* ○ *The tenant wants to renew
his lease.* ○ *His contract was renewed*

for a further three years. □ **to renew a
subscription** to pay a subscription for
another year □ **to renew an insurance
policy** to pay the premium for another
year's insurance

renewal /rɪ'nju:əl/ *noun* the act of re-
newing ○ *renewal of a lease* or *of a sub-
scription* or *of a bill* ○ *renewal of a
contract* ○ *His contract is up for re-
newal* ○ *When is the renewal date of the
bill?* □ **to be up for renewal** to be due
to be renewed ○ *His contract is up for
renewal in January.* ○ *The lease is up
for renewal next month.*

renewal notice /rɪ'nju:əl ,nəʊtɪs/
noun a note sent by an insurance com-
pany asking the insured person to renew
the insurance

renewal premium /rɪ'nju:əl
,prɪ:mɪəm/ *noun* a premium to be paid
to renew an insurance

renminbi /'renmɪnbɪ:/ *noun* a unit of
currency used in China

rent /rent/ *noun* money paid to use an
office, house or factory for a period of
time □ **the flat is let at an economic
rent** at a rent which covers all costs to
the landlord □ **nominal rent** a very
small rent ■ **verb** 1. to pay money to
hire an office, house, factory or piece of
equipment for a period of time ○ *to rent
an office or a car* ○ *He rents an office in
the centre of town.* ○ *They were driving
a rented car when they were stopped by
the police.* 2. □ **to rent (out)** to own a
car, office, etc., and let someone use it
for money ○ *We rented part of the
building to an American company.*

rental /'rent(ə)l/ *noun* money paid to
use an office, house, factory, car, piece
of equipment, etc., for a period of time
○ *The car rental bill comes to over
£1000 a quarter.*

'...top quality office furniture: short or
long-term rental 50% cheaper than any other
rental company' [Australian Financial Review]

'...until the vast acres of empty office space
start to fill up with rent-paying tenants, rentals
will continue to fall and so will values. Despite
the very sluggish economic recovery under way,
it is still difficult to see where the new tenants
will come from' [Australian Financial Review]

rental value /'rent(ə)l ,vælju:/ *noun*
a full value of the rent for a property if it
were charged at the current market rate
(i.e. calculated between rent reviews)

rent control /'rent kən, trəʊl/ *noun* government regulation of rents

rente *noun* the French word for a government annuity

rent review /'rent rɪ, vju:/ *noun* an increase in rents which is carried out during the term of a lease (most leases allow for rents to be reviewed every three or five years)

rent tribunal /'rent traɪ, bjʊ:n(ə)/ *noun* a court which can decide if a rent is too high or low

renunciation /rɪ, nʌnsi'eɪʃ(ə)n/ *noun* an act of giving up ownership of shares

reorder /rɪ:'ɔ:də/ *noun* a further order for something which has been ordered before ○ *The product has only been on the market ten days and we are already getting reorders.* ■ *verb* to place a new order for something ○ *We must reorder these items because stock is getting low.*

reorder interval /rɪ:'ɔ:də ,ɪntəv(ə)/ *noun* a period of time before a new order for a stock item is placed

reorder level /rɪ:'ɔ:də ,lev(ə)/ *noun* a minimum amount of an item which a company holds in stock, such that, when stock falls to this amount, the item must be reordered

reorganisation /rɪ:'ɔ:gənaɪ-'zeɪʃ(ə)n/, **reorganization** *noun* the process of organising a company in a different way (as in the USA, when a bankrupt company applies to be treated under Chapter 11 to be protected from its creditors while it is being reorganised)

reorganise /rɪ:'ɔ:gənaɪz/, **reorganize** *verb* to organise something in a new way ○ *We have reorganised all our reps' territories.*

repatriation /rɪ,pætri'eɪʃ(ə)n/ *noun* the return of foreign investments to the home country of their owner

repay /rɪ'peɪ/ *verb* to pay something back, or to pay back money to someone ○ *to repay money owed* ○ *The company had to cut back on expenditure in order to repay its debts.* □ **he repaid me in full** he paid me back all the money he owed me

repayable /rɪ'peɪəb(ə)/ *adjective* which can be paid back ○ *loan which is repayable over ten years*

repayment /rɪ'peɪmənt/ *noun* the act of paying money back or money which is paid back ○ *The loan is due for repayment next year.* □ **he fell behind with his mortgage repayments** he was late in paying back the instalments on his mortgage

repayment mortgage /rɪ'peɪmənt ,mɔ:ɡɪdʒ/ *noun* a mortgage where the borrower pays back both interest and capital over the period of the mortgage (as opposed to an endowment mortgage, where only the interest is repaid, and an insurance is taken out to repay the capital at the end of the term of the mortgage)

replacement cost accounting /rɪ-,pleɪsmənt kɒst ə'kaʊntɪŋ/ *noun* a method of accounting in which assets are valued at the amount it would cost to replace them, rather than at the original cost. Also called **current cost accounting**. Compare **historical cost accounting**

replacement cost depreciation /rɪ,pleɪsmənt kɒst dɪ,pri:ʃi'eɪʃ(ə)n/ *noun* depreciation based on the actual cost of replacing the asset in the current year

replacement price /rɪ'pleɪsmənt praɪs/ *noun* a price at which the replacement for an asset would have to be bought

replacement value /rɪ'pleɪsmənt ,vælju:/ *noun* the value of something for insurance purposes if it were to be replaced ○ *The computer is insured at its replacement value.*

reply coupon /rɪ'plai ,ku:pən/ *noun* a form attached to a coupon ad which has to be filled in and returned to the advertiser

repo /rɪ:pəʊ/ *noun* same as **repurchase agreement** (informal) (NOTE: The plural is **repos.**)

report /rɪ'pɔ:t/ *noun* 1. a statement describing what has happened or describing a state of affairs ○ *to make a report* or *to present a report* or *to send in a report* on market opportunities in the Far East ○ *The accountants are drafting a report on salary scales.* ○ *The sales manager reads all the reports from the sales team.* ○ *The chairman has received a report from the insurance company.* □ **the treasurer's report** a

document from the honorary treasurer of a society to explain the financial state of the society to its members **2.** an official document from a government committee ○ *The government has issued a report on the credit problems of exporters.* ○ *They reported for work at the usual time.* ■ **verb 1.** to make a statement describing something ○ {+ ○ *The salesforce reported an increased demand for the product.* ○ *He reported the damage to the insurance company.* ○ *We asked the bank to report on his financial status.* **2.** □ **to report to someone** to be responsible to or to be under someone ○ *She reports direct to the managing director.* ○ *The salesforce reports to the sales director.* **3.** to publish the results of a company for a period and declare the dividend

‘...a draft report on changes in the international monetary system’ [*Wall Street Journal*]

‘...responsibilities include the production of premium quality business reports’ [*Times*]

‘...the research director will manage a team of business analysts monitoring and reporting on the latest development in retail distribution’ [*Times*]

‘...the successful candidate will report to the area director for profit responsibility for sales of leading brands’ [*Times*]

reporting season /rɪˈpɔːtɪŋ ˌsiːz(ə)n/ *noun* a period when many large companies declare their dividends

repossess /rɪˈpɒːzəs/ *verb* to take back an item which someone is buying under a hire-purchase agreement, or a property which someone is buying under a mortgage, because the purchaser cannot continue the payments

repossession /rɪˈpɒːzəs(ə)n/ *noun* an act of repossessing ○ *Repossessions are increasing as people find it difficult to meet mortgage repayments.*

represent /ˌreprɪˈzent/ *verb 1.* to work for a company, showing goods or services to possible buyers ○ *He represents an American car firm in Europe.* ○ *Our French distributor represents several other competing firms.* **2.** to act on behalf of someone ○ *He sent his solicitor and accountant to represent him at the meeting.* ○ *Three managers represent the workforce in discussions with the directors.*

re-present /rɪˈprɪːzent/ *verb* to present something again ○ *He*

re-presented the cheque two weeks later to try to get payment from the bank.

representation /ˌreprɪzənˈteɪf(ə)n/ *noun 1.* the right to sell goods for a company, or a person or organisation that sells goods on behalf of a company ○ *We offered them exclusive representation in Europe.* ○ *They have no representation in the USA.* **2.** the fact of having someone to act on your behalf ○ *The minority shareholders want representation on the board.* ○ *The ordinary shop floor workers want representation on the committee.*

representative /ˌreprɪˈzentətɪv/ *adjective* which is an example of what all others are like ○ *We displayed a representative selection of our product range.* ○ *The sample chosen was not representative of the whole batch.* ■ *noun 1.* a company which works for another company, selling their goods ○ *We have appointed Smith & Co our exclusive representatives in Europe.* **2.** a person who acts on someone’s behalf ○ *He sent his solicitor and accountant to act as his representatives at the meeting.* ○ *The board refused to meet the representatives of the workforce.*

reprice /rɪˈpraɪs/ *verb* to change the price on an item (usually, to increase its price)

repudiate /rɪˈpjuːdiət/ *verb* to refuse to accept something

repurchase /rɪˈpɜːtʃɪs/ *verb* to buy something again, especially something which you have recently bought and then sold

repurchase agreement /rɪˈpɜːtʃɪs əˌɡriːmənt/ *noun* an agreement, where a bank agrees to buy something and sell it back later (in effect, giving a cash loan to the seller; this is used especially to raise short-term finance)

require /rɪˈkwaɪə/ *verb 1.* to ask for or to demand something ○ *to require a full explanation of expenditure* ○ *The law requires you to submit all income to the tax authorities.* **2.** to need something ○ *The document requires careful study.* ○ *Writing the program requires a specialist knowledge of computers.*

requirement /rɪˈkwaɪəmənt/ *noun 1.* something which someone wants or needs ○ *We hope the items will meet the customer’s requirements.* ○ *If you will*

supply us with a list of your requirements, we shall see if we can meet them.
2. something which is necessary to enable something to be done ○ *Are computing skills a requirement for this job?*

requisition /ˌrekwɪˈzɪʃ(ə)n/ *noun* an official order for something ○ *What is the reference number of your latest requisition?* ■ *verb* to put in an official order for something or to ask for supplies to be sent ○ *We have requisitioned three trucks to move the stock.*

rerate /rɪˈreɪt/ *verb* to change the rating of a share on the Stock Exchange (either upwards or downwards)

rerating /rɪˈreɪtɪŋ/ *noun* the act of changing the value of a share on the Stock Exchange, either upwards or downwards

resale /ˈriːseɪl/ *noun* the selling of goods which have been bought ○ *to purchase something for resale* ○ *The contract forbids resale of the goods to the USA.*

resale price maintenance /ˈriːseɪl ˈpraɪs ˌmeɪntənəns/ *noun* a system in which the price for an item is fixed by the manufacturer and the retailer is not allowed to sell it at a lower price. Abbreviation **RPM**

reschedule /rɪˈʃedjuːl/ *verb* to arrange new credit terms for the repayment of a loan ○ *Third World countries which are unable to keep up the interest payments on their loans from western banks have asked for their loans to be rescheduled.*

rescind /rɪˈsɪnd/ *verb* to annul or to cancel something ○ *to rescind a contract or an agreement*

rescission /rɪˈsɪʒ(ə)n/ *noun* an act of rescinding a contract

rescue /ˈreskjʊː/ *noun* the act of saving someone or something from danger ■ *verb* to save someone or something from danger ○ *The company nearly collapsed, but was rescued by the banks.*

rescue operation /ˈreskjʊː ɒpəˌreɪʃ(ə)n/ *noun* an arrangement by a group of people to save a company from collapse ○ *The banks planned a rescue operation for the company.*

research /rɪˈsɜːtʃ/ *noun* the process of trying to find out facts or information ■ *verb* to study or try to find out infor-

mation about something ○ *They are researching the market for their new product.*

research and development /rɪˌsɜːtʃ ən dɪˈveləpmənt/ *noun* **1.** scientific investigation which leads to making new products or improving existing products ○ *The company spends millions on research and development.* Abbreviation **R&D** **2.** activities that are designed to produce new knowledge and ideas and to develop ways in which these can be commercially exploited by a business (NOTE: Research and development activities are often grouped together to form a separate division or department within an organisation.)

COMMENT: Research costs can be divided into (a) applied research, which is the cost of research leading to a specific aim, and (b) basic, or pure, research, which is research carried out without a specific aim in mind: these costs are written off in the year in which they are incurred. Development costs are the costs of making the commercial products based on the research.

research and development expenditure /rɪˌsɜːtʃ ən dɪˈveləpmənt ɪkˌspendɪtʃə/ *noun* money spent on R & D

research department /rɪˈsɜːtʃ dɪˌpɑːtmənt/ *noun* **1.** the section of a company which carries out research **2.** the section of a broker's office which does research into companies

researcher /rɪˈsɜːtʃə/ *noun* a person who carries out research ○ *Government statistics are a useful source of information for the desk researcher.*

resell /rɪˈsel/ *verb* to sell something which has just been bought ○ *The car was sold in June and the buyer resold it to an dealer two months later.* (NOTE: **reselling – resold**)

reseller /rɪˈselə/ *noun* somebody in the marketing chain who buys to sell to somebody else such as wholesalers, distributors, and retailers

reserve /rɪˈzɜːv/ *noun* money from profits not paid as dividend but kept back by a company in case it is needed for a special purpose □ **reserve for bad debts** money kept by a company to cover debts which may not be paid

COMMENT: The accumulated profits retained by a company usually form its most important reserve.

reserve currency /rɪ'zɜ:v ,kʌrənsi/ *noun* a strong currency used in international finance, held by other countries to support their own weaker currencies

reserved market /rɪ'zɜ:v d 'mɑ:kɪt/ *noun* a market in which producers agree not to sell more than a specific amount in order to control competition

reserve fund /rɪ'zɜ:v fʌnd/ *noun* profits in a business which have not been paid out as dividend but have been ploughed back into the business

reserve price /rɪ'zɜ:v praɪs/ *noun* the lowest price which a seller will accept, e.g. at an auction or when selling securities through a broker ○ *The painting was withdrawn when it failed to reach its reserve price.*

reserve requirement /rɪ'zɜ:v rɪ- ,kwəzmənt/ *noun* US the amount of reserves which an American bank has to hold on deposit with a Federal Reserve Bank

reserves /rɪ'zɜ:vz/ *plural noun* **1.** supplies kept in case of need ○ *Our reserves of fuel fell during the winter.* ○ *The country's reserves of gas or gas reserves are very large.* **2.** money from profits not paid as dividend, but kept back by a company in case it is needed for a special purpose

residence /'rezɪd(ə)ns/ *noun* **1.** a house or flat where someone lives ○ *He has a country residence where he spends his weekends.* **2.** the fact of living or operating officially in a country

residence permit /'rezɪd(ə)ns ,pɜ:mit/ *noun* an official document allowing a foreigner to live in a country ○ *He has applied for a residence permit.* ○ *She was granted a residence permit for one year or a one-year residence permit.*

resident /'rezɪd(ə)nt/ *noun, adjective* (a person or company) considered to be living or operating in a country for official or tax purposes ○ *The company is resident in France.*

residential property /,rezɪdɪnʃ(ə)l 'prɒpəti/ *noun* houses or flats owned or occupied by individual residents

residual /rɪ'zɪdʒuəl/ *adjective* remaining after everything else has gone

residual value /rɪ'zɪdʒuəl 'vælju:/ *noun* a value of an asset after it has been depreciated in the company's accounts

residue /'rezɪdju:/ *noun* money left over ○ *After paying various bequests the residue of his estate was split between his children.*

resist /rɪ'zɪst/ *verb* to fight against something, not to give in to something ○ *The chairman resisted all attempts to make him resign.* ○ *The company is resisting the takeover bid.*

resistance /rɪ'zɪstəns/ *noun* opposition felt or shown by people to something ○ *There was a lot of resistance from the team to the new plan.* ○ *The chairman's proposal met with strong resistance from the banks.*

resistance level /rɪ'zɪst(ə)ns ,lev(ə)l/ *noun* a price or index level which investors feel marks a boundary which they are reluctant to cross, since beyond that boundary the price would be too high or too low

COMMENT: Resistance levels on the Stock Exchange relate to 'sentiment'; if a share is selling at \$2.95, and does not rise, it may be that investors see the price of \$3.00 as a point above which they feel the share is overvalued; if the price 'breaks through' the \$3.00 barrier, then it may continue to rise rapidly, as the resistance level has been broken. The same applies in reverse: if the pound/dollar exchange rate is \$1.65, and the pound becomes weaker, the resistance level of \$1.60, when broken, may be the sign of a further slide in the pound's value.

resolution /,rezə'lu:ʃ(ə)n/ *noun* a decision to be reached at a meeting □ **to put a resolution to a meeting** to ask a meeting to vote on a proposal ○ *The meeting carried or adopted a resolution to go on strike.* ○ *The meeting rejected the resolution or The resolution was defeated by ten votes to twenty.* ○ *A resolution was passed to raise salaries by six per cent.*

COMMENT: There are three types of resolution which can be put to an AGM: the 'ordinary resolution', usually referring to some general procedural matter, and which requires a simple majority of votes; and the 'extraordinary resolution' and 'special resolution', such as a resolution to change a company's articles of association in some way, both of which need

75% of the votes before they can be carried.

resolve /rɪˈzɒlv/ *verb* to decide to do something ○ *The meeting resolved that a dividend should not be paid.* ○ *The meeting resolved that a strike ballot should be held.*

resources /rɪˈsɔːsɪz/ *plural noun* **1.** a supply of something **2.** the money available for doing something

restitution /rɪˈstɪtʃuːʃ(ə)n/ *noun* **1.** the act of giving back property ○ *The court ordered the restitution of assets to the company.* **2.** compensation or payment for damage or loss

restraint /rɪˈstreɪnt/ *noun* control

restraint of trade /rɪˈstreɪnt əv ˈtreɪd/ *noun* **1.** a situation where employees are not allowed to use their knowledge in another company on changing jobs **2.** an attempt by companies to fix prices, create monopolies or reduce competition, which could affect free trade

restrict /rɪˈstrɪkt/ *verb* to limit something or to impose controls on something ○ *to restrict credit* ○ *to restrict the flow of trade* or *to restrict imports* ○ *We are restricted to twenty staff by the size of our offices.* □ *to sell into a restricted market* to sell goods into a market where the supplier has agreed to limit sales to avoid competition

restricted market /rɪˈstrɪktɪd ˈmɑːkɪt/ *noun* same as **reserved market**

restriction /rɪˈstrɪkʃən/ *noun* a limit or control ○ *import restrictions* or *restrictions on imports* □ *to impose restrictions on imports* or *credit* to start limiting imports or credit □ *to lift credit restrictions* or *import restrictions* to allow credit to be given freely or imports to enter the country freely

restrictive /rɪˈstrɪktɪv/ *adjective* which limits

restrictive covenant /rɪˈstrɪktɪv ˈkʌvənənt/ *noun* a clause in a contract which prevents someone from doing something

restrictive endorsement /rɪˈstrɪktɪv ɪnˈdɔːsmənt/ *noun* an endorsement on a bill of exchange which restricts the use which can be made of it by the person it is endorsed to

restrictive trade practices /rɪˈstrɪktɪv ˈtreɪd ˈpræktɪsɪz/, **restrictive practices** /rɪˈstrɪktɪv ˈpræktɪsɪz/ *plural noun* **1.** an arrangement between companies to fix prices or to share the market in order to restrict trade **2.** ways of working which make people less free (such as trade unions stopping workers from doing certain jobs or companies not allowing customers a free choice of product) ○ *Restrictive practices in industry mean that employers will not be able to afford to take on more labour.*

restructure /rɪˈstrʌktʃə/ *verb* to reorganise the financial basis of a company

restructuring /rɪˈstrʌktʃərɪŋ/ *noun* the process of reorganising the financial basis of a company □ **the restructuring of an economy** reorganising the basic ways in which an economy is set up

result /rɪˈzʌlt/ *noun* **1.** a profit or loss account for a company at the end of a trading period ○ *The company's results for last year were an improvement on those of the previous year.* **2.** something which happens because of something else ○ *What was the result of the price investigation?* ○ *The company doubled its sales force with the result that the sales rose by 26%.* □ **the expansion programme has produced results** has produced increased sales □ **payment by results** being paid for profits or increased sales ■ *verb* □ **to result from** to happen because of ○ *We have to fill several vacancies resulting from the recent internal promotions*

‘...the company has received the backing of a number of oil companies who are willing to pay for the results of the survey’ [*Lloyd's List*]

‘...some profit-taking was noted, but underlying sentiment remained firm in a steady stream of strong corporate results’ [*Financial Times*]

retail /ˈriːteɪl/ *noun* the sale of small quantities of goods to the general public □ **the goods in stock have a retail value of £1m** the value of the goods if sold to the public is £1m, before discounts and other factors are taken into account ■ *adverb* □ **he buys wholesale and sells retail** he buys goods in bulk at a wholesale discount and sells in small quantities to the public ■ *verb* **1.** □ **to retail goods** to sell goods direct to the public **2.** to sell for a price □ **these items retail at or for £2.50** the retail price of these items is £2.50

retail bank /'ri:teɪl bæŋk/ *noun* a bank which provides normal banking services for customers (in the UK, this is done by the main high street banks)

retail banking /'ri:teɪl ,bæŋkɪŋ/ *noun* the provision of normal banking services for customers by the main high street banks (as opposed to wholesale banking)

retail dealer /'ri:teɪl ,di:lə/ *noun* a person who sells to the general public

retail deposit /'ri:teɪl dɪ,pəzɪt/ *noun* a deposit placed by an individual with a bank

retailer /'ri:teɪlə/ *noun* a person who runs a retail business, selling goods direct to the public

retailer number /'ri:teɪlə ,nʌmbə/ *noun* the number of the retailer, printed at the top of the report slip when depositing credit card payments

retail fund /'ri:teɪl fʌnd/ *noun* a fund sold direct to private investors

retailing /'ri:teɪlɪŋ/ *noun* the selling of full-price goods to the public ○ *From car retailing the company branched out into car leasing.*

retail investor /'ri:teɪl ɪn,vestə/ *noun* a private investor, as opposed to institutional investors

retail outlet /'ri:teɪl ,aʊt(ə)let/ *noun* a shop which sells to the general public

retail price /'ri:teɪl ,praɪs/ *noun* the price at which the retailer sells to the final customer

retail price index /'ri:teɪl 'praɪs ,ɪndeks/, **retail prices index** /'ri:teɪl 'praɪsɪz ,ɪndeks/ *noun* an index which shows how prices of consumer goods have increased or decreased over a period of time. Abbreviation **RPI**

COMMENT: In the UK, the RPI is calculated on a group of essential goods and services; it includes both VAT and mortgage interest; the US equivalent is the Consumer Price Index.

retail service provider /'ri:teɪl 'sɜ:vɪs prəʊ,vɑɪdə/, **retail house** /'ri:teɪl haʊs/ *noun* a large stock-broking company dealing directly with private retail investors. Abbreviation **RSP**

retain /rɪ'teɪn/ *verb* 1. to keep something or someone ○ *measures to retain experienced staff* ○ *Out of the profits,*

the company has retained £50,000 as provision against bad debts. 2. □ **to retain a lawyer to act for a company** to agree with a lawyer that he or she will act for you (and pay him or her a fee in advance)

retained earnings /rɪ'teɪnd 'ɜ:nɪŋz/, **retained income** /rɪ'teɪnd 'ɪŋkʌm/, **retained profit** /rɪ'teɪnd 'prɒfɪt/ *plural noun* an amount of profit after tax which a company does not pay out as dividend to the shareholders, but which is kept to be used for the further development of the business. Also called **retentions**

retainer /rɪ'teɪnə/ *noun* money paid in advance to someone so that they will work for you, and not for someone else ○ *We pay them a retainer of £1,000.*

retention /rɪ'tenʃən/ *noun* the act of keeping the loyalty of existing customers, as opposed to acquisition, which is the act of acquiring new customers (both can be aims of advertising campaigns)

'...a systematic approach to human resource planning can play a significant part in reducing recruitment and retention problems' [Personnel Management]

retentions /rɪ'tenʃənz/ *plural noun* same as **retained earnings**

retiral /rɪ'taɪərəl/ *noun* US same as **retirement**

retire /rɪ'taɪə/ *verb* 1. to stop work and take a pension ○ *She retired with a £15,000 pension.* ○ *The founder of the company retired at the age of 85.* ○ *The shop is owned by a retired policeman.* 2. to make an employee stop work and take a pension ○ *They decided to retire all staff over 50.* 3. to come to the end of an elected term of office ○ *The treasurer retires from the council after six years.* ○ *Two retiring directors offer themselves for re-election.*

retirement /rɪ'taɪəmənt/ *noun* 1. the act of retiring from work ○ *I am looking forward to my retirement.* ○ *Older staff are planning what they will do in retirement.* □ **to take early retirement** to retire from work before the usual age 2. the period when a person is retired

retirement age /rɪ'taɪəmənt eɪdʒ/ *noun* the age at which people retire (in the UK usually 65 for men and 60, but soon to become 65 for women)

retirement pension /rɪ'taɪəmənt ,penʃən/ *noun* a state pension given to a man who is over 65 or and woman who is over 60

retrenchment /rɪ'trentʃmənt/ *noun* a reduction of expenditure or of new plans ○ *The company is in for a period of retrenchment.*

retroactive /,retrəʊ'æktɪv/ *adjective* which takes effect from a time in the past ○ *The union is asking for a retroactive pay rise.* ○ *They got a pay rise retroactive to last January.*

'The salary increases, retroactive from April of the current year, reflect the marginal rise in private sector salaries' [Nikkei Weekly]

retroactively /,retrəʊ'æktɪvli/ *adverb* going back to a time in the past

return /rɪ'tʃ:n/ *noun* **1.** a profit or income from money invested ○ *We are buying technology shares because they bring in a quick return.* ○ *What is the gross return on this line?* **2.** an official statement or form that has to be sent in to the authorities □ **to fill in a VAT return** to complete the form showing VAT receipts and expenditure ■ **verb** **1.** to send back ○ *to return unsold stock to the wholesaler* ○ *to return a letter to sender* **2.** to make a statement ○ *to return income of £15,000 to the tax authorities*

'...with interest rates running well above inflation, investors want something that offers a return for their money' [Business Week]

'Section 363 of the Companies Act 1985 requires companies to deliver an annual return to the Companies Registration Office. Failure to do so before the end of the period of 28 days after the company's return date could lead to directors and other officers in default being fined up to £2000' [Accountancy]

return date /rɪ'tʃ:n deɪt/ *noun* a date by which a company's annual return has to be made to the Registrar of Companies

return on capital employed /rɪ'tʃ:n ɒn 'kæpɪt(ə)l ɪm'plɔɪd/, **return on assets** /rɪ'tʃ:n ɒn 'æsets/, **return on equity** /rɪ'tʃ:n ɒn 'ekwɪti/ *noun* a profit shown as a percentage of the capital or money invested in a business. Abbreviation **ROCE, ROA, ROE**

return on investment /rɪ'tʃ:n ɒn ɪn'vestmənt/ *noun* interest or dividends shown as a percentage of the money invested. Abbreviation **ROI**

returns /rɪ'tʃ:nz/ *plural noun* **1.** profits or income from investment ○ *The company is looking for quick returns on its investment.* **2.** unsold goods, especially books, newspapers or magazines, sent back to the supplier

revaluation /rɪ:vælju'eɪʃən/ *noun* **1.** an act of revaluing ○ *The balance sheet takes into account the revaluation of the company's properties.* **2.** the increasing of the value of a currency ○ *The revaluation of the dollar against the euro.*

revalue /rɪ:vælju:/ *verb* to value something again (usually setting a higher value on it than before) ○ *The company's properties have been revalued.* ○ *The dollar has been revalued against all world currencies.*

revenue /'revənju:/ *noun* **1.** money received ○ *revenue from advertising or advertising revenue* ○ *Oil revenues have risen with the rise in the dollar.* **2.** money received by a government in tax

revenue account /'revənju: ə-,kaunt/ *noun* an accounting system which records the revenue and expenditure incurred by a company during its normal business

revenue accounts /'revənju: ə-,kaunts/ *plural noun* accounts of a business which record money received as sales, commission, etc.

revenue expenditure /,revə,nju: ɪk'spendɪtʃəl/ *noun* expenditure on purchasing stock (but not on capital items) which is then sold during the current accounting period

revenue officer /'revənju: ,ɒfɪsə/ *noun* a person working in the government tax offices

revenue reserves /'revənju: rɪ-,zɜ:vz/ *plural noun* retained earnings which are shown in the company's balance sheet as part of the shareholders' funds. Also called **company reserves**

reversal /rɪ'vɜ:s(ə)l/ *noun* **1.** a change from being profitable to unprofitable ○ *The company suffered a reversal in the Far East.* **2.** a sudden change in a share price (either a rise or a fall) ○ *In the event of a market reversal buyers are rare.*

reverse /rɪ'vɜ:s/ *adjective* opposite or in the opposite direction ■ *verb* to change a decision to the opposite ○ *The*

committee reversed its decision on import quotas.

‘...the trade balance sank \$17 billion, reversing last fall’s brief improvement’ [*Fortune*]

reverse bid /rɪˈvɜːs ˈbɪd/ *noun* a bid made by a company which is the target of a takeover bid for the company which is trying to take it over

reverse mortgage /rɪˈvɜːs ˈmɔːɡɪdʒ/ *noun* an arrangement where the owner of a property mortgages it to receive a regular income from the mortgage lender (and not vice versa), based on the equity value of the property

reverse takeover /rɪˈvɜːs ˈteɪkəʊvə/ *noun* a takeover where the company which has been taken over ends up owning the company which has taken it over. The acquiring company’s shareholders give up their shares in exchange for shares in the target company.

reversing entry /rɪˈvɜːsɪŋ ˈentri/ *noun* an entry in a set of accounts which reverses an entry in the preceding accounts

reversion /rɪˈvɜːʃ(ə)n/ *noun* a return of property to an original owner □ **he has the reversion of the estate** he will receive the estate when the present lease ends

reversionary /rɪˈvɜːʃ(ə)n(ə)ri/ *adjective* referring to property which passes to another owner on the death of the present one

reversionary annuity /rɪˈvɜːʃ(ə)n(ə)ri ˈænjʊ:ɪti/ *noun* an annuity paid to someone on the death of another person

reversionary bonus /rɪˈvɜːʃ(ə)n(ə)ri ˈbɒnəs/ *noun* an annual bonus on a life assurance policy, declared by the insurer

review /rɪˈvjuː/ *noun* a general examination ○ *to conduct a review of distributors* □ *she had a salary review last April* her salary was examined (and increased) in April ○ *The company has decided to review freelance payments in the light of the rising cost of living.* ■ *verb* to examine something generally □ **to review salaries** to look at all salaries in a company to decide on increases ○ *His salary will be reviewed at the end of the year.* □ **to review discounts** to look at discounts offered to decide whether to change them

revise /rɪˈvaɪz/ *verb* to change something which has been calculated or planned ○ *Sales forecasts are revised annually.* ○ *The chairman is revising his speech to the AGM.*

revocable /ˈrevəkəb(ə)l/ *adjective* which can be revoked

revocable trust /ˈrevəkəb(ə)l ˈtrʌst/ *noun* a trust which can be changed or revoked

revocation /ˌrevəʊˈkeɪʃ(ə)n/ *noun* an action of cancelling something which has previously been agreed ○ *the revocation of the bank’s licence by the central bank*

revoke /rɪˈvəʊk/ *verb* to cancel something ○ *to revoke a decision or a clause in an agreement* ○ *The quota on luxury items has been revoked.*

revolving credit /rɪˈvɒlvɪŋ ˈkredit/ *noun* a system where someone can borrow money at any time up to an agreed amount, and continue to borrow while still paying off the original loan. Also called **open-ended credit**

rial /rɪˈɑːl/ *noun* a unit of currency used in Iran and other Middle Eastern countries, such as Oman and North Yemen. ▶

riyal

-rich /rɪtʃ/ *suffix* meaning ‘which contains or has a large amount of something’

rider /ˈraɪdə/ *noun* an additional clause ○ *to add a rider to a contract*

RIE *abbreviation* recognised investment exchange

riel /ˈriəl/ *noun* a unit of currency used in Cambodia

rig /rɪɡ/ *verb* to arrange illegally or dishonestly for a result to be changed ○ *They tried to rig the election of officers.* □ **to rig the market** to make share prices go up or down so as to make a profit

right /raɪt/ *adjective* not left ○ *The credits are on the right side of the page.* ■ *noun* a legal entitlement to something ○ *There is no automatic right of renewal to this contract.* ○ *She has a right to the property.* ○ *He has no right to the patent.* ○ *The staff have a right to know how the company is doing.*

rightful claimant /ˈraɪtf(ə)l ˈkleɪmənt/ *noun* a person who has a legal claim to something (NOTE: this term

has now replaced **plaintiff**. The other side in a case is the **defendant**)

right-hand /ˈraɪt ˈhænd/ *adjective* belonging to the right side ○ *The credit side is the right-hand column in the accounts.* ○ *He keeps the address list in the right-hand drawer of his desk.*

right-hand man /ˈraɪt hænd ˌmæn/ *noun* a man who is the main assistant to someone

right of way /ˈraɪt əv ˈweɪ/ *noun* a legal title to go across someone's property

rights issue /ˈraɪts ɪʃuː/ *noun* an arrangement which gives shareholders the right to buy more shares at a lower price (NOTE: The US term is **rights offering**.)

right to strike /ˈraɪt tə ˈstraɪk/ *noun* a legal right of workers to stop working if they have a good reason for it

ring /rɪŋ/ *noun* **1.** a group of people who try to fix prices so as not to compete with each other and still make a large profit **2.** a trading floor on a commodity exchange

ring binder /ˈrɪŋ baɪndə/ *noun* a file with a stiff cover with rings in it which fit into special holes made in sheets of paper

ring fence /ˈrɪŋ fens/ *verb* **1.** to separate valuable assets or profitable businesses from others in a group which are unprofitable and may make the whole group collapse **2.** to identify money from certain sources and only use it in certain areas ○ *The grant has been ring-fenced for use in local authority education projects only.* ♦

hypothecation

ringgit /ˈrɪŋɡɪt/ *noun* a unit of currency used in Malaysia (also called the 'Malaysian dollar')

rise /raɪz/ *noun* **1.** an increase ○ *A rise in the price of raw materials.* ○ *Oil price rises brought about a recession in world trade.* ○ *There has been a rise in sales of 10% or Sales show a rise of 10%.* ○ *Salaries are increasing to keep up with the rises in the cost of living.* ○ *The recent rise in interest rates has made mortgages dearer.* **2.** an increase in pay ○ *She asked her boss for a rise.* ○ *He had a 6% rise in January.* (NOTE: The US term is **raise**.) ■ *verb* to move upwards or to become higher ○ *Prices*

or Salaries are rising faster than inflation. ○ *Interest rates have risen to 15%.* ○ *Salaries are rising faster than inflation.* (NOTE: **rising – rose – risen**)

'...the index of industrial production sank 0.2 per cent for the latest month after rising 0.3 per cent in March' [*Financial Times*]

'...the stock rose to over \$20 a share, higher than the \$18 bid' [*Fortune*]

'...customers' deposit and current accounts also rose to \$655.31 million at the end of December' [*Hongkong Standard*]

'...the government reported that production in the nation's factories and mines rose 0.2% in September' [*Sunday Times*]

rising screen /ˈraɪzɪŋ ˈskriːn/ *noun* a panel which moves upwards to protect a cashier in a bank against robbers

risk /rɪsk/ *noun* **1.** possible harm or a chance of danger □ **to run a risk** to be likely to suffer harm □ **to take a risk** to do something which may make you lose money or suffer harm **2.** □ **at owner's risk** a situation where goods shipped or stored are insured by the owner, not by the transport company or the storage company ○ *Goods left here are at owner's risk.* ○ *The shipment was sent at owner's risk.* **3.** loss or damage against which you are insured **4.** □ **he is a good or bad risk** it is not likely or it is very likely that the insurance company will have to pay out against claims where he is concerned

'...remember, risk isn't volatility. Risk is the chance that a company's earnings power will erode – either because of a change in the industry or a change in the business that will make the company significantly less profitable in the long term' [*Fortune*]

risk-adjusted /rɪsk əˈdʒʌstɪd/ *adjective* calculated after taking risk into account

risk arbitrage /ˈrɪsk ˈɑːbɪtrɑːʒ/ *noun* the business of buying shares in companies which are likely to be taken over and so rise in price

risk arbitrageur /rɪsk ˈɑːbɪtrɑːˈʒɜː/ *noun* a person whose business is risk arbitrage

risk asset ratio /ˈrɪsk ˌæset ˈreɪʃiəv/ *noun* a proportion of a bank's capital which is in risk assets

risk assets /rɪsk ˈæsets/ *plural noun* assets of a bank which are in securities or bonds which may fall in value

risk-averse /ˈrɪsk əˈvɜːs/ *adjective* not wanting to take risks

risk-based /'rɪsk beɪst/ *adjective* calculated against a risk

risk-based capital /,rɪsk beɪst 'kæpɪt(ə)/ *noun* an internationally approved system of calculating a bank's capital value by assessing the risk attached to its assets (cash deposits and gold, for example, have no risk, while loans to Third World countries have a high risk)

risk capital /'rɪsk ,kæpɪt(ə)/ *noun* same as **venture capital**

risk-free /,rɪsk 'friː/, **riskless** /'rɪskləs/ *adjective* with no risk involved ○ a *risk-free investment*

'...there is no risk-free way of taking regular income from your money higher than the rate of inflation and still preserving its value' [*Guardian*]

'...many small investors have also preferred to put their spare cash with risk-free investments such as building societies rather than take chances on the stock market. The returns on a host of risk-free investments have been well into double figures' [*Money Observer*]

riskiness /'rɪskɪnəs/ *noun* the fact of being risky

risk management /'rɪsk ,mænɪdʒmənt/ *noun* the work of managing a company's exposure to risk from its credit terms or exposure to interest rate or exchange rate fluctuations

risk premium /'rɪsk ,priːmiəm/ *noun* an extra payment (increased dividend or higher than usual profits) for taking risks

risk-weighted assets /,rɪsk ,weɪtɪd 'æsets/ *plural noun* assets which include off-balance sheet items for insurance purposes

risky /'rɪski/ *adjective* dangerous or which may cause harm ○ *We lost all our money in some risky ventures in South America.*

'...while the bank has scaled back some of its more risky trading operations, it has retained its status as a top-rate advisory house' [*Times*]

rival /'raɪv(ə)/ *noun* a person or company that competes in the same market ○ a *rival company* ○ *to undercut a rival*

riyal /ri'aɪl/ *noun* a unit of currency used in Saudi Arabia, Qatar and Yemen

ROA *abbreviation* return on assets

robber /'rɒbə/ *noun* a person who carries out a robbery

robbery /'rɒbəri/ *noun* the offence of stealing something from someone using force, or threatening to use force

robust /rəʊ'bʌst/ *adjective* strong, able to survive in difficult circumstances

robustness /rəʊ'bʌstnəs/ *noun* the fact of being strong □ **financial robustness** the fact of being in a strong position financially

ROCE *abbreviation* return on capital employed

rock /rɒk/ *noun* □ **the company is on the rocks** the company is in great financial difficulties

rock bottom /rɒk 'bɒtəm/ *noun* □ **sales have reached rock bottom** sales have reached the lowest point possible

'...investment companies took the view that secondhand prices had reached rock bottom and that levels could only go up' [*Lloyd's List*]

rocket /'rɒkɪt/ *verb* to rise fast ○ *Investors are rushing to cash in on rocketing share prices.* ○ *Prices have rocketed on the commodity markets.*

ROE *abbreviation* return on equity

ROI *abbreviation* return on investment

roll /rɒl/ *noun* something which has been turned over and over to wrap round itself ○ *The desk calculator uses a roll of paper.* ○ *We need to order some more rolls of fax paper.* ■ *verb* to make something go forward by turning it over or pushing it on wheels ○ *They rolled the computer into position.*

rolled-up coupons /,rəʊld ʌp 'kuːpɒnz/ *plural noun* interest coupons on securities, which are not paid out, but added to the capital value of the security

rolling account /'rɒlɪŋ ə,kəʊnt/ *noun* a system where there are no fixed account days, but stock exchange transactions are paid at a fixed period after each transaction has taken place (as opposed to the British system, where an account day is fixed each month)

rolling budget /,rɒlɪŋ 'bʌdʒɪt/ *noun* a budget which moves forward on a regular basis (such as a budget covering a twelve-month period, which moves forward each month or quarter)

rolling plan /,rɒlɪŋ 'plæn/ *noun* a plan which runs for a period of time and is updated regularly for the same period

rolling settlement /'rəʊlɪŋ 'set(ə)lmənt/ *noun* US same as rolling account

roll over /,rəʊl 'əʊvə/ *verb* □ **to roll over a credit** to make credit available over a continuing period □ **to roll over a debt** to allow a debt to stand after the repayment date

'...at the IMF in Washington, officials are worried that Japanese and US banks might decline to roll over the principal of loans made in the 1980s to Southeast Asian and other developing countries' [*Far Eastern Economic Review*]

rollover /'rəʊləʊvə/ *noun* an extension of credit or of the period of a loan, though not necessarily on the same terms as previously

rollover credit /,rəʊləʊvə 'kredit/ *noun* credit in the form of a medium-term loan, covered by a series of short-term loans

rollover mortgage /,rəʊləʊvə 'mɔ:ɡɪdʒ/ *noun* a short-term mortgage which is renegotiated with different terms every five years or so

roll up /,rəʊl 'ʌp/ *verb* to extend a loan, by adding the interest due to be paid to the capital

Romalpa clause *noun* a clause in a contract, whereby the seller provides that title to the goods does not pass to the buyer until the buyer has paid for them

COMMENT: Called after the case of *Aluminium Industrie Vaassen BV v Romalpa Ltd.*

rotation /rəʊ'teɪf(ə)n/ *noun* the act of taking turns □ **to fill the post of chairman by rotation** to let each member of the group act as chairman for a period then give the post to another member □ **two directors retire by rotation** two directors retire because they have been directors longer than any others, but can offer themselves for re-election

Roth account /'rɒθ ə,kaʊnt/, **Roth IRA** /'rɒθ ˌaɪrə/ *noun* an individual retirement account in which earnings can be withdrawn tax free at age 59½ provided that they have been invested in the account for more than five years

ruble /'ru:b(ə)l/ *noun* a unit of currency used in Russia and Belarus (NOTE: The US spelling is **ruble**.)

rough /rʌf/ *adjective* approximate, not very accurate

rough calculation /,rʌf ˌkælkjʊ-'leɪf(ə)n/ *noun* a way of working out a mathematical problem approximately, or the approximate result arrived at ○ *I made some rough calculations on the back of an envelope.*

rough draft /rʌf 'dra:ft/ *noun* a plan of a document which may have changes made to it before it is complete

rough estimate /rʌf 'estɪmət/ *noun* a very approximate calculation

rough out /,rʌf 'aʊt/ *verb* to make a draft or a general design of something, which may be changed later ○ *The finance director roughed out a plan of investment.*

round /raʊnd/ *adjective* □ **in round figures** not totally accurate, but correct to the nearest 10 or 100 ■ *verb* to make a fractional figure a full figure, by increasing or decreasing it ○ *Some figures have been rounded to the nearest cent.*

round down /,raʊnd 'daʊn/ *verb* to decrease a fractional figure to the nearest full figure

round-tripping /'raʊnd ˌtrɪpɪŋ/ *noun* 1. the practice of borrowing at one rate of interest and lending the same money short-term at a higher rate (used to borrow on overdraft, when short-term deposit rates are higher) 2. US the practice of buying securities and then selling them quickly

round up /,raʊnd 'ʌp/ *verb* to increase a fractional figure to the nearest full figure ○ *to round up the figures to the nearest pound*

'...each cheque can be made out for the local equivalent of £100 rounded up to a convenient figure' [*Sunday Times*]

routing /'ru:tɪŋ/ ◇ **check routing symbol**

royalty /'rɔɪəlti/ *noun* money paid to an inventor, writer or the owner of land for the right to use their property, usually a specific percentage of sales, or a specific amount per sale ○ *The country will benefit from rising oil royalties.* ○ *He is still receiving substantial royalties from his invention.*

RPB *abbreviation* recognised professional body

RPI *abbreviation* retail price index

RPM *abbreviation* resale price maintenance

RRP *abbreviation* recommended retail price

RSP *abbreviation* retail service provider

RTGS *abbreviation* real-time gross settlement

rubber check /ˌrʌbə 'tʃek/ *noun* **US** a cheque which cannot be cashed because the person writing it does not have enough money in the account to pay it (NOTE: The UK term is **bouncing cheque**.)

rubber stamp /ˌrʌbə 'stæmp/ *noun* a stamp with rubber letters or figures on it to put the date or a note on a document ○ *He stamped the invoice with the rubber stamp 'Paid'.* ■ *verb* to agree to something without discussing it ○ *The board simply rubber stamped the agreement.*

rule /ru:l/ *noun* a statement that directs how people should behave ○ *It is a company rule that smoking is not allowed in the offices.* ○ *The rules of the organisation are explained during the induction sessions.* □ **as a rule** usually ○ *As a rule, we do not give discounts over 20%.* ■ *verb* **1.** to give an official decision ○ *The commission of inquiry ruled that the company was in breach of contract.* ○ *The judge ruled that the documents had to be deposited with the court.* **2.** to be in force or to be current ○ *Prices which are ruling at the moment.* ○ *The current ruling agreement is being redrafted.*

rulebook /'ru:lbu:k/ *noun* a book which lists the rules by which the members of a union or self-regulatory organisation must operate

rule of 72 /ˌru:l əv 'sev(ə)nti 'tu:/ *noun* a calculation that an investment will double in value at compound interest after a period shown as 72 divided by the interest percentage (so interest at 10% compound will double the capital invested in 7.2 years)

ruling /'ru:lɪŋ/ *adjective* in operation at the moment, current ○ *We will invoice at ruling prices.* ■ *noun* a decision ○ *The inquiry gave a ruling on the case.* ○ *According to the ruling of the court, the contract was illegal.*

run *noun* /rʌn/ **1.** a period of time during which a machine is working □ **a cheque run** a series of cheques processed through a computer **2.** a rush to buy something ○ *The Post Office reported a run on the new stamps.* □ **a run on the bank** a rush by customers to take deposits out of a bank which they think may close down □ **a run on the pound** a rush to sell pounds and buy other currencies ■ *verb* /rʌn/ to manage or to organise something ○ *She runs a mail-order business from home.* ○ *They run a staff sports club.* ○ *He is running a multimillion-pound company.* ■ **1.** to be in a particular state or to be taking place in a particular way ○ *The meeting was running late.* **2.** to continue or to last ○ *The lease runs for twenty years.* ○ *The lease has only six months to run.* (NOTE: **running – ran – has run**)

'...applications for mortgages are running at a high level' [Times]

'...with interest rates running well above inflation, investors want something that offers a return for their money' [Business Week]

runaway inflation /ˌrʌnəweɪ ɪnˈflerj(ə)n/ *noun* very rapid inflation, which is almost impossible to reduce

run down /ˌrʌn 'daʊn/ *verb* **1.** to reduce a quantity gradually ○ *We decided to run down stocks or to let stocks run down at the end of the financial year.* **2.** to slow down the business activities of a company before it is going to be closed ○ *The company is being run down.*

run into /ˌrʌn ɪn'tu/ *verb* **1.** □ **to run into debt** to start to have debts **2.** to amount to ○ *Costs have run into thousands of pounds.* □ **he has an income running into five figures** he earns more than £10,000

running costs /'rʌnɪŋ kɒsts/ *plural noun* money spent on the day-to-day cost of keeping a business going

running total /'rʌnɪŋ 'təʊt(ə)l/ *noun* the total carried from one column of figures to the next

running yield /'rʌnɪŋ jɪld/ *noun* a yield on fixed interest securities, where the interest is shown as a percentage of the price paid

run to settlement /ˌrʌn tə 'set(ə)lmənt/ *noun* a futures sale which runs until the actual commodity is delivered

run up /ˌrʌn 'ʌp/ *verb* to make debts or costs go up quickly ○ *He quickly ran up a bill for £250.*

rupee /ru:'pi:/ *noun* a unit of currency used in India, Mauritius, Nepal, Pakistan and Sri Lanka (NOTE: Written **Rs** before the figure: **Rs. 250**)

rupiah /ru:'piə/ *noun* a unit of currency used in Indonesia

Russell index /'rʌs(ə)l ,ɪndeks/ *noun* any of various indices published by the Russell Company in Tacoma, Washington

COMMENT: The Russell 3000 Index lists the 3000 largest companies (almost all the companies whose shares are traded in the USA); this index is subdivided into two, the Russell 1000 Index lists the 1000 largest companies in the 3000 Index, and the Russell 2000 Index lists the remainder. There are other indices.

S

SA *abbreviation* société anonyme or sociedad anónima

s.a.e. *abbreviation* a stamped addressed envelope ○ *Send your application form to the personnel officer, with an s.a.e. for reply.*

safe /seɪf/ *noun* a heavy metal box which cannot be opened easily, in which valuable documents and money can be kept ○ *Put the documents in the safe.* ○ *We keep the petty cash in the safe.* ■ *adjective* out of danger □ **keep the documents in a safe place** in a place where they cannot be stolen or destroyed

safe deposit /'seɪf dɪˌpɒzɪt/ *noun* a bank safe where you can leave jewellery or documents

safe deposit box /seɪf dɪˌpɒzɪt bɒks/ *noun* a small box which you can rent to keep jewellery or documents in a bank's safe

safeguard /'seɪfɡɑːd/ *verb* to protect something or someone ○ *The duty of the directors is to safeguard the interests of the shareholders.* ■ *noun* something that provides protection

safe investment /seɪf ɪnˈvestmənt/ *noun* something, e.g. a share, which is not likely to fall in value

safe keeping /seɪf 'kiːpɪŋ/ *noun* the fact of being looked after carefully ○ *We put the documents into the bank for safe keeping.*

safety /'seɪfti/ *noun* 1. the fact of being free from danger or risk □ **to take safety precautions or safety measures** to act to make sure something is safe 2. □ **for safety** to make something safe, to be safe ○ *to take a copy of the disk for safety* ○ *Put the documents in the cupboard for safety.*

safety margin /'seɪfti ˌmɑːdʒɪn/ *noun* a time or space allowed to make sure that something can be done safely

safety regulations /'seɪfti regjʊˌleɪʃ(ə)nz/ *plural noun* rules to make a place of work safe for the employees

SAIF *abbreviation* savings association insurance fund

salami fraud /sə'leɪːmi frɔːd/ *noun* a fraud where a very small amount of money is removed from each transaction and put into a suspense account (the amounts – 1p or 1c per transaction – are so small that no one notices them, but over a period of time they build up to large sums of money)

salaried /'sæləɪd/ *adjective* earning a salary ○ *The company has 250 salaried staff.*

salaried partner /,sæləɪd 'pɑːtnə/ *noun* a partner, often a junior one, who receives a regular salary in accordance with the partnership agreement

salary /'sæləri/ *noun* 1. a regular payment for work done, made to an employee usually as a cheque at the end of each month ○ *The company froze all salaries for a six-month period.* ○ *If I get promoted, my salary will go up.* ○ *The salary may be low, but the fringe benefits attached to the job are good.* ○ *She got a salary increase in June.* □ **scale of salaries or salary scale** a list of salaries showing different levels of pay in different jobs in the same company 2. an amount paid to an employee, shown as a monthly, quarterly or yearly total (NOTE: The plural is **salaries**.)

salary cheque /'sæləri tʃek/ *noun* a monthly cheque by which an employee is paid

salary cut /'sæləri kʌt/ *noun* a sudden reduction in salary

salary deductions /'sæləri dɪˌdʌkʃənz/ *plural noun* money which a company removes from salaries to pay to the government as tax, National Insurance contributions, etc.

salary package /'sæləri ,pækɪdʒ/ *noun* same as **pay package**

salary reduction /'sæləri rɪ-,dʌkʃ(ə)n/ *noun* the act of removing money from an employee's salary to put into a pension plan

salary review /'sæləri rɪ,vju:/ *noun* same as **pay review** ○ *She had a salary review last April* or *Her salary was reviewed last April.*

salary scale /'sæləri skeɪl/ *noun* same as **pay scale** ○ *He was appointed at the top end of the salary scale.*

salary structure /'sæləri ,strʌktʃə/ *noun* the organisation of salaries in a company with different rates of pay for different types of job

'...the union of hotel and personal service workers has demanded a new salary structure and uniform conditions of service for workers in the hotel and catering industry' [*Business Times (Lagos)*]

sale /seɪl/ *noun* **1.** an act of giving an item or doing a service in exchange for money, or for the promise that money will be paid □ **for sale** ready to be sold □ **to offer something for sale** or **to put something up for sale** to announce that something is ready to be sold ○ *They put the factory up for sale.* ○ *His shop is for sale.* ○ *These items are not for sale to the general public.* □ **on sale** ready to be sold in a shop ○ *These items are on sale in most chemists.* **2.** an act of selling goods at specially low prices ○ *The shop is having a sale to clear old stock.* ○ *The sale price is 50% of the normal price.*

'...the latest car sales for April show a 1.8 per cent dip from last year's total' [*Investors Chronicle*]

sale and lease-back /,seɪl ən 'li:s bæ:k/ *noun* the sale of an asset, usually a building, to somebody else who then leases it back to the original owner

sales /seɪlz/ *plural noun* **1.** money received for selling something ○ *Sales have risen over the first quarter.* **2.** items sold, or the number of items sold

sales analysis /'seɪlz ə,næləsɪs/ *noun* an examination of the reports of sales to see why items have or have not sold well

sales book /'seɪlz bu:k/ *noun* a record of sales

sales budget /'seɪlz ,bʌdʒɪt/ *noun* a plan of probable sales

sales chart /'seɪlz tʃɑ:t/ *noun* a diagram showing how sales vary from month to month

sales curve /'seɪlz kɜ:v/ *noun* a graph showing how sales increase or decrease

sales department /'seɪlz dɪ-,pɑ:tmənt/ *noun* the section of a company which deals with selling the company's products or services

sales drive /'seɪlz draɪv/ *noun* a vigorous effort to increase sales

sales executive /'seɪlz ɪg,zekjʊtɪv/ *noun* a person in a company or department in charge of sales

sales figures /'seɪlz ,fɪgəz/ *plural noun* total sales

sales force /'seɪlz fɔ:s/ *noun* a group of sales staff

sales forecast /'seɪlz ,fɔ:kɑ:st/ *noun* an estimate of future sales

sales invoice /'seɪlz ,ɪnvɔɪs/ *noun* an invoice relating to a sale

sales journal /'seɪlz ,dʒɜ:n(ə)l/ *noun* the book in which non-cash sales are recorded with details of customer, invoice, amount and date (these details are later posted to each customer's account in the sales ledger)

sales ledger /'seɪlz ,ledʒə/ *noun* a book in which sales to each customer are entered

sales ledger clerk /'seɪlz ledʒə ,klɑ:k/ *noun* an office worker who deals with the sales ledger

sales literature /'seɪlz ,lɪt(ə)rətʃə/ *noun* printed information which helps sales, e.g. leaflets or prospectuses

salesman /'seɪlzmən/ *noun* a man who sells an organisation's products or services to customers, especially to retail shops ○ *He is the head salesman in the carpet department.* ○ *His only experience is as a used-car salesman.* ○ *Salesmen are paid a basic salary plus commission.* ○ *We have six salesmen calling on accounts in central London.*

sales manager /'seɪlz ,mænɪdʒə/ *noun* a person in charge of a sales department

sales mix /'seɪlz mɪks/ *noun* the sales and profitability of a wide range of products sold by a single company

sales mix profit variance /,seɪlz mɪks 'prɒfɪt ,veəriəns/ *noun* the differing profitability of different products within a product range

salesperson /'seɪlz,pɜːs(ə)n/ *noun* a person who sells products or services to retail shops on behalf of a company (NOTE: The plural is **salespeople**.)

sales representative /'seɪlz reprɪ-,zɛntətɪv/, **sales rep** /'seɪlz rep/ *noun* same as **salesperson** ○ We have six sales representatives in Europe. ○ They have vacancies for sales representatives to call on accounts in the north of the country.

sales return /'seɪlz rɪ,tʃɪn/ *noun* a report of sales made each day or week or quarter

sales returns /'seɪlz rɪ,tʃɪnz/ *plural noun* items sold which are returned by the purchaser

sales returns book /seɪlz rɪ'tʃɪnz buːk/ *noun* a ledger giving details of goods returned by purchasers, including invoice number, credit notes, quantities, etc. Abbreviation **SRB**

sales revenue /'seɪlz ,revənjuː/ *noun* US the income from sales of goods or services (NOTE: The UK term is **turnover**.)

sales slip /'seɪlz slɪp/ *noun* a paper showing that an article was bought at a certain shop ○ Goods can be exchanged only on production of a sales slip.

sales target /'seɪlz ,tɑːɡɪt/ *noun* the amount of sales a sales representative is expected to achieve

sales tax /'seɪlz tæks/ *noun* a tax which is paid on each item sold (and is collected when the purchase is made). Also called **turnover tax**

sales value /'seɪlz ,væljuː/ *noun* the amount of money which would be received if something is sold

sales volume /'seɪlz ,vɒljuːm/ *noun* the number of units sold (NOTE: The UK term is **turnover**.)

sales volume profit variance /seɪlz ,vɒljuːm 'prɒfɪt ,veəriəns/ *noun* the difference between the profit on the number of units actually sold and the forecast figure

saleswoman /'seɪlzwʊmən/ *noun* a woman who sells an organisation's products or services to customers

salvage /'sælvdʒ/ *noun* **1.** the work of saving a ship or a cargo from being destroyed **2.** goods saved from a wrecked ship, from a fire or from some other accident ○ a sale of flood salvage items (NOTE: no plural) ■ **verb** **1.** to save goods or a ship from being destroyed ○ We are selling off a warehouse full of salvaged goods. **2.** to save something from loss ○ The company is trying to salvage its reputation after the managing director was sent to prison for fraud. ○ The receiver managed to salvage something from the collapse of the company.

salvage money /'sælvdʒ ,mʌni/ *noun* payment made by the owner of a ship or a cargo to the person who has saved it

salvage vessel /'sælvdʒ ,ves(ə)/ *noun* a ship which specialises in saving other ships and their cargoes

same /seɪm/ *adjective* being or looking exactly alike

...previously, only orders received by 11 a.m. via the Internet could be delivered the same day, and then only for a limited range of items. With fast packaging and inspection, same-day delivery is now possible anywhere in Tokyo' [Nikkei Weekly]

same-day funds /,seɪm deɪ 'fʌndz/ *plural noun* money which can be withdrawn from an account the same day as it is deposited

same-store sales /,seɪm stɔː 'seɪlz/ *noun* sales for the same stores over an earlier period

...it led the nation's department stores over the crucial Christmas season with an 11.7% increase in same-store sales' [Fortune]

...its consistent double-digit same-store sales growth also proves that it is not just adding revenue by adding new locations' [Fortune]

sample /'sɑːmpəl/ *noun* **1.** a small part of an item which is used to show what the whole item is like ○ Can you provide us with a sample of the cloth or a cloth sample? **2.** a small group which is studied in order to show what a larger group is like ○ We interviewed a sample of potential customers. ■ **verb** **1.** to test or to try something by taking a small amount of it ○ to sample a product before buying it **2.** to ask a representative group of people questions to find out

what the reactions of a much larger group would be ○ *They sampled 2,000 people at random to test the new drink.*

sampling /'sɑ:mplɪŋ/ *noun* **1.** the testing of a product by taking a small amount ○ *a sampling of European Union produce* **2.** the testing of the reactions of a small group of people to find out the reactions of a larger group of consumers

samurai bond /'sæmʊraɪ bɒnd/ *noun* an international bond in yen launched on the Japanese market by a non-Japanese corporation. Compare **bulldog bond**, **shogun bond**, **Yankee bond**

S&L *abbreviation* savings and loan (association)

S&P *abbreviation* Standard and Poor's

SARL *abbreviation* société anonyme à responsabilité limitée

save /seɪv/ *verb* to keep (money), not to spend (money) ○ *He is trying to save money by walking to work.* ○ *She is saving to buy a house.*

save-as-you-earn /,seɪv əz ju: 'ɜ:n/ *noun* **GB** a scheme where employees can save money regularly by having it deducted automatically from their wages and invested in National Savings. **Abbreviation** **SAYE**

saver /'seɪvə/ *noun* a person who saves money

save up /,seɪv 'ʌp/ *verb* to put money aside for a special purpose ○ *They are saving up for a holiday in the USA.*

savings /'seɪvɪŋz/ *plural noun* money saved (i.e. money which is not spent) ○ *He put all his savings into a deposit account.*

savings account /'seɪvɪŋz ə,kaʊnt/ *noun* an account where you put money in regularly and which pays interest, often at a higher rate than a deposit account

savings and loan /'seɪvɪŋz ən 'ləʊn/, **savings and loan association** /'seɪvɪŋz ən 'ləʊn ə,səʊsɪeɪf(ə)n/ *noun* **US** a financial association which accepts and pays interest on deposits from investors and lends money to people who are buying property. The loans are in the form of mortgages on the security of the property being bought. S&Ls are regulated by the Office of

Thrift Supervision and are protected by the Savings Association Insurance Fund. **Abbreviation** **S&L**. Also called **thrift** (NOTE: The UK term is **building society**.)

COMMENT: Because of deregulation of interest rates in 1980, many S&Ls found that they were forced to raise interest on deposits to current market rates in order to secure funds, while at the same time they still were charging low fixed-interest rates on the mortgages granted to borrowers. This created considerable problems and many S&Ls had to be rescued by the Federal government.

Savings Association Insurance Fund /,seɪvɪŋz ə,səʊsɪeɪf(ə)n ɪn-'ʃʊərəns fʌnd/ *noun* an insurance fund set up in 1989 to provide insurance to savings and loan associations. **Abbreviation** **SAIF**

savings bank /'seɪvɪŋz bæŋk/ *noun* a bank where you can deposit money and receive interest on it

savings bond /'seɪvɪŋz bɒnd/ *noun* in the USA, a document showing that money has been invested in a government savings scheme. Interest on US savings bonds is tax exempt. (NOTE: The UK term is **savings certificate**.)

savings certificate /'seɪvɪŋz sə-,tɪfɪkət/ *noun* a document showing that you have invested money in a government savings scheme (NOTE: The US term is **savings bond**.)

savings-related share option scheme /,seɪvɪŋz rɪ,leɪtɪd ʃeə 'ɒpʃən ski:m/ *noun* a scheme which allows employees of a company to buy shares with money which they have contributed to a savings scheme

SAYE *abbreviation* save-as-you-earn

SBA *abbreviation* small business administration

SBF *abbreviation* Société des Bourses Françaises

scale /skeɪl/ *noun* **1.** a system which is graded into various levels □ **scale of charges or scale of prices** a list showing various prices □ **scale of salaries** a list of salaries showing different levels of pay in different jobs in the same company **2.** □ **to start in business on a small scale** to start in business with a small staff, few products or little capital

scale down /ˈskeɪl ˈdaʊn/ *verb* to lower something in proportion

COMMENT: If a share issue is oversubscribed, applications may be scaled down; by doing this, the small investor is protected. So, in a typical case, all applications for 1,000 shares may receive 300; all applications for 2,000 shares may receive 500; applications for 5,000 shares receive 1,000, and applications for more than 5,000 shares will go into a ballot.

scale up /ˈskeɪl ˈʌp/ *verb* to increase something in proportion

scalp /skælp/ *verb* *US* to buy or sell to make a quick profit

scalper /ˈskælpə/ *noun* **1.** *US* a person who buys and sells something to make a large rapid profit (e.g. by buying and reselling tickets for a popular sporting event) **2.** a trader who buys and sells the same futures on the same day

scam /skæm/ *noun* a fraud, an illegal or dishonest scheme (*informal*) ○ *Many financial scams only come to light by accident.*

scarce currency /skeəs ˈkʌrənsi/ *noun* same as **hard currency**

scarcity value /ˈskeəsiti ˌvælju/ *noun* the value something has because it is rare and there is a large demand for it

scatter diagram /ˈskætə ˌdaiəgræm/ *noun* a chart where points are plotted according to two sets of variables to see if a pattern exists

scenario /sɪˈnɑːriəʊ/ *noun* the way in which a situation may develop, or a description or forecast of possible future developments

‘...on the upside scenario, the outlook is reasonably optimistic, bankers say, the worst scenario being that a scheme of arrangement cannot be achieved, resulting in liquidation’ [*Irish Times*]

schedule /ˈfedjuːl/ *noun* **1.** a timetable, a plan of how time should be spent, drawn up in advance ○ *The managing director has a busy schedule of appointments.* ○ *Her secretary tried to fit me into her schedule.* □ **on schedule** at the time or stage set down in the schedule ○ *The launch took place on schedule.* □ **to be ahead of schedule** to be early ○ *The building was completed ahead of schedule.* □ **to be on schedule** to be on time ○ *The project is on schedule.* ○ *We are on schedule to complete the project at the*

end of May. □ **to be behind schedule** to be late ○ *I am sorry to say that we are three months behind schedule.* **2.** a list, especially a list forming an additional document attached to a contract ○ *the schedule of territories to which a contract applies* ○ *Please find enclosed our schedule of charges.* ○ *See the attached schedule or as per the attached schedule.* **3.** a list of interest rates **4.** a form relating to a particular kind of income liable for UK income tax

Schedule A /ˈfedjuːl ˈeɪ/ *noun* a schedule under which tax is charged on income from land or buildings

Schedule B /ˈfedjuːl ˈbiː/ *noun* a schedule under which tax was formerly charged on income from woodlands

Schedule C /ˈfedjuːl ˈsiː/ *noun* a schedule under which tax is charged on profits from government stock

scheduled /ˈfedʒuːld/ *adjective* listed in a separate schedule

Schedule D /ˈfedjuːl ˈdiː/ *noun* a schedule under which tax is charged on income from trades or professions, interest and other earnings not derived from being employed

Schedule E /ˈfedjuːl ˈiː/ *noun* a schedule under which tax is charged on income from salaries, wages or pensions

Schedule F /ˈfedjuːl ˈef/ *noun* a schedule under which tax is charged on income from dividends

scheme /skiːm/ *noun* a plan, arrangement or way of working ○ *Under the bonus scheme all employees get 10% of their annual pay as a Christmas bonus.* ○ *He has joined the company pension scheme.* ○ *We operate a profit-sharing scheme for managers.* ○ *The new payment scheme is based on reward for individual effort.*

scheme of arrangement /ˌskiːm əv əˈreɪndʒmənt/ *noun* a scheme drawn up by an individual or company to offer ways of paying debts, so as to avoid bankruptcy proceedings. Also called **voluntary arrangement**

schilling /ˈʃɪlɪŋ/ *noun* a unit of currency used before the euro in Austria

scorched earth policy /ˌskɔːtɪt ˈɜːθ ˌpɒləsi/ *noun* a way of combating a takeover bid, where the target company

sells valuable assets or purchases unattractive assets. ♦ **poison pill**

scout /skaʊt/ *noun* a person who searches for something, especially someone who looks for promising new members of staff

scrap /skræp/ *noun* **1.** material left over after an industrial process, and which still has some value (as opposed to waste, which has no value) ○ *to sell a ship for scrap* **2.** pieces of metal to be melted down to make new metal ingots

scrap value /skræp 'vælju:/ *noun* the value of an asset if sold for scrap ○ *Its scrap value is £2,500.*

screen /skri:n/ *noun* **1.** a glass surface on which computer information or TV pictures can be shown ○ *She brought up the information on the screen.* ○ *I'll just call up details of your account on the screen.* **2.** a flat panel which acts as a form of protection ■ **verb** **1.** to examine something carefully to evaluate or assess it **2.** to consider a range of items or people and only select some □ **to screen out** to consider things and remove some

screening /'skri:nɪŋ/ *noun* the act of evaluating or assessing new product ideas ○ *Representatives from each department concerned will take part in the screening process.* ○ *Screening showed the product idea to be unrealistic for our production capacity.*

screen trading /'skri:n 'treɪdɪŋ/ *noun* trading using a monitor, as opposed to the old open outcry system

scrip /skrip/ *noun* a security (a share, bond, or the certificate issued to show that someone has been allotted a share or bond)

'...under the rule, brokers who fail to deliver stock within four days of a transaction are to be fined 1% of the transaction value for each day of missing scrip' [*Far Eastern Economic Review*]

scrip issue /'skrip ,ɪʃu:/ *noun* an issue of shares whereby a company transfers money from reserves to share capital and issues free extra shares to the shareholders (the value of the company remains the same, and the total market value of shareholders' shares remains the same, the market price being adjusted to account for the new shares). Also called **free issue**, **capitalisation issue**

scripophily /skri'pɒfili/ *noun* the practice of collecting old share certificates and bond certificates as a hobby and investment

SDB *abbreviation* sales day book

Sdn *abbreviation* Sendirian

Sdn berhad *abbreviation* Sendirian berhad, a Malay term for a private limited company

SDRs *abbreviation* special drawing rights

sea freight /'si: freɪt/ *noun* the transportation of goods in ships, or goods sent by sea

seal /si:l/ *noun* **1.** a special symbol, often one stamped on a piece of wax, which is used to show that a document is officially approved by the organisation that uses the symbol □ **contract under seal** a contract which has been legally approved with the seal of the company **2.** a piece of paper, metal or wax attached to close something, so that it can be opened only if the paper, metal or wax is removed or broken ■ **verb** **1.** to close something tightly ○ *The computer disks were sent in a sealed container.* **2.** to attach a seal, to stamp something with a seal ○ *Customs sealed the shipment.*

SEAQ *noun* a computerised information system giving details of current share prices and stock market transactions on the London Stock Exchange. Dealers list their offer and bid prices on SEAQ, and transactions are carried out on the basis of the information shown on the screen and are also recorded on the SEAQ database in case of future disputes. Full form **Stock Exchange Automated Quotations system**

search /sɜ:tʃ/ *noun* an examination of records by the lawyer acting for someone who wants to buy a property, to make sure that the vendor has the right to sell it

season /'si:z(ə)n/ *noun* a period of time when some activity usually takes place ○ *the selling season*

seasonal /'si:z(ə)n(ə)l/ *adjective* which lasts for a season or which only happens during a particular season ○ *seasonal variations in sales patterns* ○ *The demand for this item is very seasonal.*

seasonal demand /,si:z(ə)n(ə)l dɪ-
'mɑ:nd/ *noun* demand which exists
only during the high season

seasonal unemployment
/,si:z(ə)nəl ,ʌnɪm'plɔimənt/ *noun* un-
employment which rises and falls ac-
cording to the season

seasoned /'si:z(ə)nd/ *adjective* *US*
referring to securities which are reputa-
ble or a loan which is safe for the long
term

seat /si:t/ *noun* membership of a stock
exchange

SEC *abbreviation* Securities and Ex-
change Commission

second *noun, adjective* /'sekənd/
(the thing) which comes after the
first ■ *verb* 1. /'sekənd/ □ **to second a
motion** to be the first person to support
a proposal put forward by someone else
○ *Mrs Smith seconded the motion or
The motion was seconded by Mrs Smith.*
2. /sɪ'kɒnd/ to lend a member of staff
to another company, organisation or de-
partment for a fixed period of time ○ *He
was seconded to the Department of
Trade for two years.*

secondary /'sekənd(ə)ri/ *adjective*
second in importance

secondary auditor /,sekənd(ə)ri
'ɔ:ɪtɪtə/ *noun* an auditor for a subsidiary
company who has no connection with
the primary auditor who audits the ac-
counts of the main company

secondary bank /'sekənd(ə)ri
bæŋk/ *noun* a finance company which
provides money for hire-purchase deals

secondary industry /'sekənd(ə)ri
'ɪndəstri/ *noun* an industry which uses
basic raw materials to produce manufac-
tured goods

secondary market /'sekənd(ə)ri
'mɑ:kɪt/ *noun* a market where existing
securities are bought and sold again and
again, as opposed to a primary market,
where new issues are launched

secondary mortgage market
/,sekənd(ə)ri 'mɔ:gɪdʒ ,mɑ:kɪt/ *noun*
US a nationwide system organised by
various federal mortgage associations
for polling mortgages and selling them
to investors

secondary products /'sekənd(ə)ri
'prɒdʌkts/ *plural noun* products which

have been processed from raw materials
(as opposed to primary products)

secondary properties
/,sekənd(ə)ri 'prɒpətɪz/ *plural noun*
commercial properties which are not in
prime sites and therefore are not as
valuable

second-class /,sekənd 'klɑ:s/ *ad-
jective, adverb* referring to a less expen-
sive or less comfortable way of
travelling ○ *The group will travel sec-
ond-class to Holland.* ○ *The price of a
second-class ticket is half that of a first
class.*

second-class mail /,sekənd klɑ:s
'meɪl/ *noun* a less expensive, slower
mail service ○ *The letter took three days
to arrive because he sent it
second-class.*

second earner /,sekənd 'ɜ:nə/ *noun*
a second person in a household, usually
a spouse, who also earns a salary

seconded /'sekəndə/ *noun* a person
who seconds a proposal ○ *There was no
seconded for the motion so it was not put
to the vote.*

second half /,sekənd 'ha:f/ *noun* a
period of six months from 1st July to
31st December ○ *The figures for the
second half are up on those for the first
part of the year.*

second half-year /,sekənd 'ha:f
jɪə/ *noun* the six-month period from
July to the end of December

secondment /sɪ'kɒndmənt/ *noun*
the fact or period of being seconded to
another job for a period ○ *He is on three
years' secondment to an Australian
college.*

second mortgage /,sekənd
'mɔ:gɪdʒ/ *noun* a further mortgage on a
property which is already mortgaged

second quarter /,sekənd 'kwɔ:tə/
noun a period of three months from
April to the end of June

second-ranker /,sekənd 'ræŋkə/
noun a company which occupies the
second rank, i.e. not one of the top
companies

second round /,sekənd 'raʊnd/
noun a new tranche of venture capital
raised for a new project after the start-up
finance

second-tier /,sekənd 'tiə/ *adjective*
not in the first and most important group

second-tier bank /ˌsekənd tɪə 'bæŋk/ *noun* a bank which is not as large as the main banks in a country

second-tier market /ˌsekənd tɪə 'mɑːkɪt/ *noun* a secondary market, such as the AIM, where securities which are not listed on the main Stock Exchange can be traded

secret /'sɪːkrət/ *adjective* which is deliberately kept hidden from people, or which is not known about by many people ○ *The MD kept the contract secret from the rest of the board.* ○ *The management signed a secret deal with a foreign supplier.* ■ *noun* something which is kept hidden or which is not known about by many people ○ *to keep a secret*

secretariat /ˌsekri'teəriət/ *noun* an important office and the officials who work in it ○ *the United Nations secretariat*

'...a debate has been going on over the establishment of a general secretariat for the G7. Proponents argue that this would give the G7 a sense of direction and continuity' [*Times*]

secretary /'sekrət(ə)ri/ *noun* **1.** an official of a company or society whose job is to keep records and write letters **2.** a member of the government in charge of a department ○ *the Trade Secretary* ○ *the Foreign Secretary* ○ *the Education Secretary*

Secretary of State /ˌsekrət(ə)ri əv 'steɪt/ *noun* **1.** a member of the government in charge of a department ○ *the Secretary of State for Trade and Industry* **2.** *US* a senior member of the government in charge of foreign affairs (NOTE: The UK term is **Foreign Secretary**.)

Secretary of the Treasury /ˌsekrət(ə)ri əv ðə 'treʒəri/ *noun* *US* a senior member of the government in charge of financial affairs

secret ballot /ˌsɪːkrət 'bælət/ *noun* an election where the voters vote in secret

secret reserves /ˌsɪːkrət rɪ'zɜːvz/ *plural noun* reserves which are illegally kept hidden in a company's balance sheet, as opposed to 'hidden reserves' which are simply not easy to identify

section /'seksjən/ *noun* **1.** a part of something ○ *You should read the last section of the report – it is very interest-*

ing. **2.** one of the parts of an Act of Parliament

sector /'sektə/ *noun* **1.** a part of the economy or the business organisation of a country ○ *All sectors of the economy suffered from the fall in the exchange rate.* ○ *Technology is a booming sector of the economy.* **2.** a section of a stock market, listing shares in one type of industry (such as the banking sector)

'...government services form a large part of the tertiary or service sector' [*Sydney Morning Herald*]

'...in the dry cargo sector, a total of 956 dry cargo vessels are laid up – 3% of world dry cargo tonnage' [*Lloyd's List*]

sector fund /'sektə fʌnd/ *noun* a fund which is invested in only one sector of the stock market

secure /sɪ'kjʊə/ *adjective* safe, which cannot change □ **secure job** a job from which you are not likely to be made redundant □ **secure investment** an investment where you are not likely to lose money ■ *verb* **1.** □ **to secure a loan** to pledge an asset as a security for a loan **2.** to get something safely into your control ○ *He is visiting several banks in an attempt to secure funds for his project.* ○ *He secured the backing of an Australian group.*

secured creditor /sɪ'kjʊəd 'kredɪtə/ *noun* a person who is owed money by someone, and can legally claim the same amount of the borrower's property if the borrower fails to pay back the money owed

secured debt /sɪ'kjʊəd det/ *noun* a debt which is guaranteed by assets which have been pledged

secured loan /sɪ'kjʊəd ləʊn/ *noun* a loan which is guaranteed by the borrower giving assets as security

secure sockets layer /sɪ'kjʊə 'sɒkɪts ˌleɪə/ *noun* full form of **SSL**

secure website /sɪ'kjʊə 'websaɪt/ *noun* a website on the Internet that encrypts the messages between the visitor and the site to ensure that no hacker or eavesdropper can intercept the information

securities /sɪ'kjʊərɪtiz/ *plural noun* **1.** investments in stocks and shares **2.** certificates to show that someone owns stocks or shares

Securities and Exchange Commission /sɪˌkjʊərɪtɪz ən ɪksˈtʃeɪndʒ kəˌmɪʃ(ə)n/ *noun* the official body which regulates the securities markets in the USA. Abbreviation **SEC**

Securities and Futures Authority /sɪˌkjʊərətɪz ən ˈfjuːtʃəz ɔːθərətɪ/ *noun* in the UK, a self-regulatory organisation which supervises the trading in shares and futures, now part of the FSA. Abbreviation **SFA**

Securities and Investments Board /sɪˌkjʊərɪtɪz ən ɪnˈvestmənts bɔːd/ *noun* formerly, the name of the regulatory body which supervised the securities markets in the UK (now the FSA). Abbreviation **SIB**

securities broker /sɪˌkjʊərətɪz ˈbrʊkə/ *noun* same as **securities trader**

securities house /sɪˌkjʊərɪtɪz haʊs/ *noun* a firm which buys and sells securities for clients

securities market /sɪˌkjʊərɪtɪz ˈmɑːkɪt/ *noun* a Stock Exchange, a place where stocks and shares can be bought or sold

securities trader /sɪˌkjʊərɪtɪz ˈtreɪdər/ *noun* a person whose business is buying and selling stocks and shares

securitisation /sɪˌkjʊərɪtəɪˈzeɪʃ(ə)n/, **securitization** *noun* the process of making a loan or mortgage into a tradeable security by issuing a bill of exchange or other negotiable paper in place of it

securitise /sɪˌkjʊərɪtəɪz/, **securitize** *verb* to make a loan into a security which can be traded (e.g. by issuing an IOU for a loan)

security /sɪˌkjʊərɪti/ *noun* 1. the fact of being protected against attack □ **office security** the act of protecting an office against theft 2. the fact of being kept secret □ **security in this office is nil** nothing can be kept secret in this office 3. a guarantee that someone will repay money borrowed ○ *to give something as security for a debt* ○ *to use a house as security for a loan* ○ *The bank lent him £20,000 without security.* □ **to stand security for someone** to guarantee that if the person does not repay a loan, you will repay it for him 4. a stock or share

security guard /sɪˌkjʊərɪti ɡɑːd/ *noun* a person who protects an office or factory against burglars

security of employment /sɪˌkjʊərɪti əv ɪmˈplɔɪmənt/ *noun* a feeling by an employee that he or she will be able to stay in the same job until retirement

security of tenure /sɪˌkjʊərɪti əv ˈtenjə/ *noun* a right to keep a job or rented accommodation provided certain conditions are met

security printer /sɪˌkjʊərɪti ˈprɪntər/ *noun* a printer who prints material that has to be kept secure, such as paper money, share prospectuses or secret government documents

seedcorn /ˈsiːdkɔːn/, **seed money** /ˈsiːd ˈmʌni/ *noun* venture capital invested when a new project is starting up (and therefore more risky than secondary finance or mezzanine finance) ○ *They had their ranch house to operate out of, a used printer and seed money from friends.*

segment *noun* /ˈseɡmənt/ a section of a market defined by certain criteria ■ *verb* /segˈment/ to divide a potential market into different segments

segmentation /ˌseɡmənˈteɪʃ(ə)n/ *noun* the division of the market or consumers into categories according to their buying habits

selected personal information /sɪˌlektɪd ˈpɜːs(ə)nəl ɪnfəˈmeɪʃ(ə)n/ *noun* information, such as the post code of your home or the maiden name of your mother, used for identification purposes

self- /self/ *prefix* referring to yourself

self-employed /ˌself ɪmˈplɔɪd/ *adjective* working for yourself or not on the payroll of a company ○ *a self-employed engineer* ○ *He worked for a bank for ten years but is now self-employed.* ■ *plural noun* □ **the self-employed** people who work for themselves

self-financed /ˌself faɪˈnænst/ *adjective* □ **the project is completely self-financed** the project pays its development costs out of its own revenue, with no subsidies

self-financing /ˌself faɪˈnænsɪŋ/ *noun* the financing of development

costs, the purchase of capital assets, etc. by a company from its own resources ■ **adjective** □ **the company is completely self-financing** the company finances its development costs, capital assets, etc. from its own resources

self-insurance /self ɪn'ʃʊərəns/ *noun* insuring against a probable future loss by putting money aside regularly, rather than by taking out an insurance policy

self-made man /self meɪd 'mæn/ *noun* a man who is rich and successful because of his own work, not because he inherited money or position

self-regulating organisation /self ,regjuleɪtɪŋ ɔ:ɡənə'zeɪʃ(ə)n/ *noun* same as **self-regulatory organisation**

self-regulation /self ,regjʊ'leɪʃ(ə)n/ *noun* the regulation of an industry by itself, through a committee which issues a rulebook and makes sure that members of the industry follow the rules (NOTE: For example, the Stock Exchange is regulated by the Stock Exchange Council.)

self-regulatory /self ,regjʊ-'leɪt(ə)rɪ/ *adjective* referring to an organisation which regulates itself

self-regulatory organisation /self ,regjʊlət(ə)rɪ ɔ:ɡənə'zeɪʃ(ə)n/ *noun* an organisation, such as the Securities and Futures Authority, which regulates the way in which its own members carry on their business. Abbreviation **SRO**

self-select PEP /self sɪ'lekt/ *noun* □ **Personal Equity Plan**

self-service banking /self ,sɜ:vɪs 'bæŋkɪŋ/ *noun* a situation where a bank's customers arrange transactions by themselves, without involving bank staff, e.g. by using ATMs for cash withdrawals

self-supporting /self sə'pɔ:tɪŋ/ *adjective* which finances itself from its own resources, with no subsidies

sell /sel/ *verb* **1.** to give goods in exchange for money ○ *to sell something on credit* ○ *The shop sells washing machines and refrigerators.* ○ *They tried to sell their house for £100,000.* ○ *Their products are easy to sell.* **2.** to be sold ○ *These items sell well in the pre-Christmas period.* ○ *Those packs sell for £25 a dozen.* ♦ **hard sell** (NOTE: **selling – sold**)

sell-by date /'sel baɪ deɪt/ *noun* a date on a food packet which is the last date on which the food is guaranteed to be good

seller /'selə/ *noun* a person who sells ○ *There were few sellers in the market, so prices remained high.*

seller's market /,seləz 'mɑ:kɪt/ *noun* a market where the seller can ask high prices because there is a large demand for the product (NOTE: The opposite is a **buyer's market**.)

sell forward /,sel 'fɔ:wəd/ *verb* to sell foreign currency, commodities, etc. for delivery at a later date

selling costs /'selɪŋ kɒsts/, **selling overhead** /'selɪŋ ,əʊvəhed/ *plural noun* the amount of money to be paid for the advertising, reps' commissions and other expenses involved in selling something

selling price /'selɪŋ praɪs/ *noun* the price at which someone is willing to sell something

selling price variance /'selɪŋ praɪs ,veəriəns/ *noun* the difference between the actual selling price and the budgeted selling price

sell off /,sel 'ɒf/ *verb* to sell goods quickly to get rid of them

sell out /,sel 'aʊt/ *verb* to sell your business ○ *They sold out and retired to the seaside.*

sellout /'selaut/ *noun* □ **this item has been a sellout** all the stock of the item has been sold

sell up /,sel 'ʌp/ *verb* to sell a business and all the stock ○ *He sold up and bought a farm.*

semi- /semi/ *prefix* half or part

semiannual /,semi'ænjuəl/ *adjective* referring to interest paid every six months

semi-fixed cost /,semi fɪkst 'kɒst/ *noun* same as **semi-variable cost**

semi-variable cost /,semi ,veəriəb(ə)l 'kɒst/ *noun* money paid to produce a product which increases, though less than proportionally, with the quantity of the product made ○ *Stepping up production will mean an increase in semi-variable costs.* Also called **semi-fixed cost**

Sendirian *noun* a Malay term meaning 'limited'

Sendirian berhad *noun* a Malay term meaning 'private limited company'

senior /ˈsiːniə/ *adjective* **1.** referring to an employee who is more important **2.** referring to an employee who is older or who has been employed longer than another **3.** referring to a sum which is repayable before others

senior capital /ˈsiːniə ˈkæpɪt(ə)l/ *noun* capital in the form of secured loans to a company (it is repaid before junior capital, such as shareholders' equity, in the event of liquidation)

senior debt /ˈsiːniə det/ *noun* a debt which must be repaid in preference to other debts (such as a first mortgage over a second mortgage)

seniority /ˈsiːniˈɒrɪti/ *noun* **1.** the fact of being more important ○ *in order of seniority* **2.** the fact of being older or having been an employee of the company longer

senior manager /ˈsiːniə ˈmænɪdʒə/,

senior executive /ˈsiːniə ɪgˈzækjʊtɪv/ *noun* a manager or director who has a higher rank than others

senior partner /ˈsiːniə ˈpɑːtnə/ *noun* the most important partner in a firm of solicitors or accountants

sensitive /ˈsensɪtɪv/ *adjective* able to feel something sharply ○ *The market is very sensitive to the result of the elections.* † **price-sensitive**

sensitivity analysis /ˌsensəˈtɪvəti əˈnæləsɪs/ *noun* the analysis of the effect of a small change in a certain calculation on the final result

separable /ˈsep(ə)rəb(ə)l/ *adjective* which can be separated

separable net assets /ˌsep(ə)rəb(ə)l net ˈæsets/ *plural noun* assets which can be separated from the rest of the assets of a business and sold off

separate /ˈsep(ə)rət/ *adjective* not connected with something

separate estate /ˌsep(ə)rət ɪˈsteɪt/ *noun* the property of one of the partners in a partnership, as opposed to the property belonging to the partnership itself

separation /ˌsepəˈreɪʃ(ə)n/ *noun* *US* the act of leaving a job (resigning, retiring or being fired or made redundant) ○

The interviewer asked the candidate whether the separation mentioned in his CV was due to resignation, redundancy or dismissal. ○ *The exit interviews attempted to find out what employees really felt about separation.*

sequester /sɪˈkwestə/, **sequestrate** /sɪˈkwɛstreɪt, sɪˈkwestreɪt/ *verb* to take and keep a bank account or property because a court has ordered it ○ *The union was fined for contempt of court and its funds have been sequestered.*

sequestration /ˌsiːkweˈstreɪʃ(ə)n/ *noun* the act of taking and keeping property on the order of a court, especially of seizing property from someone who is in contempt of court

sequestrator /sɪˈkwɛstreɪtə, sɪˈkwestreɪtə/ *noun* a person who takes and keeps property on the order of a court

series /ˈsɪəriːz/ *noun* a group of bonds or savings certificates, issued over a period of time but all bearing the same interest

Serious Fraud Office /ˌsɪərɪəs ˈfrɔːd ɒfɪs/ *noun* a British government department in charge of investigating major fraud in companies. Abbreviation **SFO**

serve /sɜːv/ *verb* □ **to serve someone with a writ or to serve a writ on someone** to give someone a writ officially, so that they have to receive it

service /ˈsɜːvɪs/ *noun* **1.** a piece of work done to help someone as a duty or a favour ○ *After a lifetime's service to the company he was rewarded with a generous golden handshake.* **2.** a form of business (e.g. insurance, banking, or transport) that provides help in some form when it is needed, as opposed to making or selling goods **3.** the fact of working for an employer, or the period of time during which an employee has worked for an employer ○ *retiring after twenty years service to the company* ○ *The amount of your pension depends partly on the number of your years of service.* **4.** the work of dealing with customers ○ *The service in that restaurant is extremely slow* **5.** payment for help given to the customer ○ *to add on 10% for service* □ **the bill includes service** the bill includes a charge added for the work involved ○ *The service in that res-*

taurant is extremely slow. ■ **verb** □ **to service a debt** to pay interest on a debt ○ *The company is having problems in servicing its debts.*

service bureau /'sɜ:vɪs ˌbjʊərəʊ/ *noun* an office which specialises in helping other offices

service charge /'sɜ:vɪs tʃɑ:dʒ/ *noun* **1.** a charge added to the bill in a restaurant to pay for service **2.** an amount paid by tenants in a block of flats or offices for general maintenance, insurance and cleaning **3. US** a charge which a bank makes for carrying out work for a customer (NOTE: The UK term is **bank charge**.)

service contract /'sɜ:vɪs ˌkɒntrækt/ *noun* a contract between a company and a director showing all conditions of work ○ *He worked unofficially with no service contract.*

service cost centre /,sɜ:vɪs ˈkɒst ˌsentə/, **service centre** /,sɜ:vɪs ˌsentə/ *noun* a section of a company considered as a cost centre, which provides a service to other parts of the company

service department /'sɜ:vɪs dɪˌpɑ:tmənt/ *noun* **1.** the section of a company which keeps customers' machines in good working order **2.** a department of a company which does not deal with production or sales (e.g. accounts or human resources)

service industry /'sɜ:vɪs ˌɪndəstri/ *noun* an industry which does not produce raw materials or manufacture products but offers a service (such as banking, retailing or accountancy)

services /'sɜ:vɪsɪz/ *plural noun* benefits which are sold to customers or clients, e.g. transport or education ○ *We give advice to companies on the marketing of services.* ○ *We must improve the exports of both goods and services.*

service sector /'sɜ:vɪs ˌsektə/ *noun* the part of an economy that consists of service industries

session /'sef(ə)n/ *noun* a period of time spent on a specific activity, especially as part of a larger event ○ *The morning session or the afternoon session will be held in the conference room.*

'...statistics from the stock exchange show that customer interest in the equity market has

averaged just under £700m in recent trading sessions' [*Financial Times*]

set /set/ *adjective* fixed or which cannot be changed ○ *There is a set fee for all our consultants.* ■ **verb** to fix or to arrange something ○ *We have to set a price for the new computer.* ○ *The price of the calculator has been set low, so as to achieve maximum unit sales.* (NOTE: **setting – set**) □ **the auction set a record for high prices** the prices at the auction were the highest ever reached

set against /,set əˈɡenst/ *verb* to balance one group of figures against another group to try to make them cancel each other out ○ *to set the costs against the sales revenue* ○ *Can you set the expenses against tax?*

set aside /,set əˈsaɪd/ *verb* to decide not to apply a decision ○ *The arbitrator's award was set aside on appeal.*

setback /ˈsetbæk/ *noun* something that stops progress ○ *The company has suffered a series of setbacks over the past two years.* ○ *The shares had a setback on the Stock Exchange.*

'...a sharp setback in foreign trade accounted for most of the winter slowdown' [*Fortune*]

SET Index /set ˈɪndeks/ *noun* an index of share prices on the Bangkok Stock Exchange

set off /,set ˈɒf/ *verb* to use a debt owed by one party to reduce a debt owed to them

Sets *abbreviation* Stock Exchange Electronic Trading System

settle /ˈset(ə)l/ *verb* **1.** □ **to settle an account** to pay what is owed **2.** to place a property in trust

settled account /,set(ə)ld əˈkaʊnt/ *noun* an arrangement between two parties who agree the accounts between them

settled property /,set(ə)ld ˈprɒpəti/ *noun* property which is held in trust

settlement /ˈset(ə)lmənt/ *noun* **1.** the payment of an account □ **we offer an extra 5% discount for rapid settlement** we take a further 5% off the price if the customer pays quickly □ **settlement in cash or cash settlement** payment of an invoice in cash, not by cheque **2.** an agreement after an argument or negotiations ○ *a wage settlement* □ **to effect a settlement**

between two parties to bring two parties together to make them agree

'...he emphasised that prompt settlement of all forms of industrial disputes would guarantee industrial peace in the country and ensure increased productivity' [*Business Times (Lagos)*]

settlement date /'set(ə)lmənt deɪ/ *noun* a date when a payment has to be made

settlement day /'set(ə)lmənt deɪ/ *noun* **1.** the day on which shares which have been bought must be paid for (on the London Stock Exchange the account period is three business days from the day of trade) **2.** in the USA, the day on which securities bought actually become the property of the purchaser

settle on /'set(ə)l ɒn/ *verb* to leave property to someone when you die ○ *He settled his property on his children.*

settlor /'set(ə)lə/ *noun* a person who settles property on someone

set up /,set 'ʌp/ *verb* to begin something, or to organise something new ○ *to set up an inquiry* or *a working party* □ **to set up a company** to start a company legally □ **to set up in business** to start a new business ○ *She set up in business as an insurance broker.* ○ *He set himself up as a freelance representative.*

'...the concern announced that it had acquired a third large tanker since being set up' [*Lloyd's List*]

seven-day money /,sev(ə)n deɪ 'mʌni/ *noun* an investment in financial instruments which mature in seven days' time

severally /'sev(ə)rəli/ *adverb* separately, not jointly □ **they are jointly and severally liable** they are liable both as a group and as individuals for the total amount

severance pay /'sev(ə)rəns peɪ/ *noun* money paid as compensation to an employee whose job is no longer needed

SFA *abbreviation* Securities and Futures Authority

SFO *abbreviation* Serious Fraud Office

shadow director /,ʃædəu daɪ'rektə/ *noun* a person who is not a director of a company, but who tells the directors of the company how to act

shady /'ʃeɪdi/ *adjective* not honest ○ *The newspapers reported that he had been involved in several shady deals.*

shake /ʃeɪk/ *verb* to move something quickly from side to side □ **to shake hands** to hold someone's hand when meeting to show you are pleased to meet them or to show that an agreement has been reached ○ *The two negotiating teams shook hands and sat down at the conference table.* □ **to shake hands on a deal** to shake hands to show that a deal has been agreed

shakeout /'ʃeɪkaʊt/ *noun* **1.** a reorganisation in a company, where some people are left, but others go ○ *a shakeout in the top management* **2.** the process of revising prices on a stock market, usually at the end of a sharp rise or fall

shakeup /'ʃeɪkʌp/ *noun* a total reorganisation ○ *The managing director ordered a shakeup of the sales departments.*

shaky /'ʃeɪki/ *adjective* not very sure or not very reliable ○ *He only has the shakiest idea of what he should be doing.* ○ *The new issue got off to a shaky start on the market.*

share /ʃeə/ *noun* **1.** a part of something that has been divided up among several people or groups □ **to have a share in** to take part in or to contribute to ○ *to have a share in management decisions* **2.** one of many equal parts into which a company's capital is divided ○ *He bought a block of shares in Marks and Spencer.* ○ *Shares fell on the London market.* ○ *The company offered 1.8m shares on the market.* □ **to allot shares** to give a certain number of shares to people who have applied to buy them

'...falling profitability means falling share prices' [*Investors Chronicle*]

'...the share of blue-collar occupations declined from 48 per cent to 43 per cent' [*Sydney Morning Herald*]

share account /'ʃeə ə,kaʊnt/ *noun* an account with a credit union which pays dividends instead of interest

share at par /,ʃeə ət 'pɑː/ *noun* a share whose value on the stock market is the same as its face value

share buyback /'ʃeə baɪbæk/ *noun* an arrangement where a company buys its own shares on the stock market

share capital /'ʃeə ,kæpɪt(ə)l/ *noun* the value of the assets of a company held as shares

share certificate /'ʃeə sə,tɪfɪkət/ *noun* a document proving that you own shares

shareholder /'ʃeəhəʊldə/ *noun* a person who owns shares in a company ○ *to call a shareholders' meeting* (NOTE: The US term is **stockholder**.)

'...as of last night the bank's shareholders no longer hold any rights to the bank's shares' [*South China Morning Post*]

'...the company said that its recent issue of 10.5% convertible preference shares at A\$8.50 has been oversubscribed, boosting shareholders' funds to A\$700 million plus' [*Financial Times*]

shareholders' equity /,ʃeəhəʊldəz 'ekwɪti/ *noun* **1.** the value of a company which is the property of its ordinary shareholders (the company's assets less its liabilities) **2.** a company's capital which is invested by shareholders, who thus become owners of the company

shareholders' funds /,ʃeəhəʊldəz 'fʌndz/ *noun* the capital and reserves of a company

shareholding /'ʃeəhəʊldɪŋ/ *noun* a group of shares in a company owned by one owner

share incentive scheme /,ʃeər ɪn-'sentɪv ski:m/ *noun* same as **share option scheme**

share index /'ʃeər ,ɪndeks/ *noun* an index figure based on the current market price of certain shares on a stock exchange

share issue /'ʃeər ,ɪʃu:/ *noun* an act of selling new shares in a company to the public

share option /'ʃeər ,ɒpʃən/ *noun* a right to buy or sell shares at a certain price at a time in the future

share option scheme /'ʃeər ,ɒpʃən ski:m/ *noun* a scheme that gives company employees the right to buy shares in the company which employs them, often at a special price

shareout /'ʃeəraʊt/ *noun* an act of dividing something among many people ○ *a shareout of the profits*

share premium /'ʃeə ,pri:miəm/ *noun* an amount to be paid above the nominal value of a share in order to buy it

share premium account /'ʃeə ,pri:miəm ə,kəʊnt/ *noun* a part of shareholders' funds in a company, formed of the premium paid for new shares sold above par (the par value of the shares is the nominal capital of the company)

share register /'ʃeə ,redʒɪstə/ *noun* a list of shareholders in a company with their addresses

share split /'ʃeə splɪt/ *noun* the act of dividing shares into smaller denominations

share warrant /'ʃeə ,wɒrənt/ *noun* a document which says that someone has the right to a number of shares in a company

sharing /'ʃeərɪŋ/ *noun* the act of dividing up

shark repellent /'ʃɑ:k rɪ,pelənt/ *noun* an action taken by a company to make itself less attractive to takeover bidders

sharp /ʃɑ:p/ *adjective* sudden ○ *There was a sharp rally on the stock market.* ○ *Last week's sharp drop in prices has been reversed.*

sharply /'ʃɑ:pli/ *adverb* suddenly ○ *Shares dipped sharply in yesterday's trading.*

sharp practice /ʃɑ:p 'præktɪs/ *noun* a way of doing business which is not honest, but is not illegal

shekel /'ʃek(ə)l/ *noun* a unit of currency used in Israel

shelf /ʃelf/ *noun* a horizontal flat surface attached to a wall or in a cupboard on which items for sale are displayed ○ *The shelves in the supermarket were full of items before the Christmas rush.*

shelf registration /'ʃelf ,redʒɪstreɪʃ(ə)n/ *noun* a registration of a corporation with the SEC some time (up to two years is allowed) before it is offered for sale to the public

shell company /'ʃel ,kʌmp(ə)ni/ *noun* a company which does not trade, but exists only as a name with a quotation of the Stock Exchange (NOTE: The US term is **shell corporation**.)

'...shell companies, which can be used to hide investors' cash, figure largely throughout the twentieth century' [*Times*]

shelter /'feltə/ *noun* a protected place
 ■ *verb* to give someone or something protection

sheriff's sale /'ferɪf sɛɪl/ *noun* *US* a public sale of the goods of a person whose property has been seized by the courts because he has defaulted on payments

shilling /'ʃɪlɪŋ/ *noun* a unit of currency used in Kenya, Somalia, Tanzania and Uganda

shipment /'ʃɪpmənt/ *noun* an act of sending goods ○ *We make two shipments a week to France.*

shipping company /'ʃɪpɪŋ ˌkʌmp(ə)nɪ/ *noun* a company whose business is in transporting goods or passengers in ships

shogun bond /'ʃəʊɡʌn bɒnd/ *noun* a bond issued in Japan by a non-Japanese company in a currency which is not the yen. Compare **samurai bond**

shoot up /ˌʃu:t ˈʌp/ *verb* to go up fast
 ○ *Prices have shot up during the strike.*
 (NOTE: **shooting – shot**)

shop /ʃɒp/ *noun* **1.** a retail outlet where goods of a certain type are sold ○ *a computer shop* ○ *an electrical goods shop* ○ *All the shops in the centre of town close on Sundays.* ○ *She opened a women's clothes shop.* **2.** a workshop, the place in a factory where goods are made ■ *verb* to go to shops to make purchases (NOTE: **shopping – shopped**)

shop around /ˌʃɒp əˈraʊnd/ *verb* to go to various shops or suppliers and compare prices before making a purchase or before placing an order ○ *You should shop around before getting your car serviced.* ○ *He's shopping around for a new computer.* ○ *It pays to shop around when you are planning to get a mortgage.*

shopper /'ʃɒpə/ *noun* a person who buys goods in a shop ○ *The store stays open to midnight to cater for late-night shoppers.*

shoppers' charter /ˌʃɒpəz ˈtʃɑ:tə/ *noun* a law which protects the rights of shoppers against shopkeepers who are not honest or against manufacturers of defective goods

shopping /'ʃɒpɪŋ/ *noun* **1.** goods bought in a shop ○ *a basket of shopping*

2. the act of going to shops to buy things
 ○ *to do your shopping in the local supermarket*

shopping basket /'ʃɒpɪŋ ˌbɑ:skɪt/ *noun* a basket used for carrying shopping (NOTE: Its imaginary contents are used to calculate a consumer price index.)

shopping cart /'ʃɒpɪŋ kɑ:t/ *noun* a software package that records the items that an online buyer selects for purchase together with associated data, e.g. the price of the item and the number of items required

shop price /'ʃɒp praɪs/ *noun* same as **retail price**

short /ʃɔ:t/ *adjective, adverb* **1.** for a small period of time □ **in the short term** in the near future or quite soon □ **to borrow short** to borrow for a short period **2.** not as much as should be ○ *The shipment was three items short.* ○ *My change was £2 short.* □ **when we cashed up we were £10 short** we had £10 less than we should have had □ **to give short weight** to sell something which is lighter than it should be □ **to be short of a stock** not to have shares which you will need in the future (as opposed to being 'long' of a stock) □ **to sell short, to go short** to agree to sell at a future date something (such as shares) which you do not possess, but which you think you will be able to buy for less before the time comes when you have to sell them ■ *verb* to sell short ○ *He shorted the stock at \$35 and continued to short it as the price moved up.*

short bill /'ʃɔ:t bɪl/ *noun* a bill of exchange payable at short notice

short-change /ˌʃɔ:t ˈtʃeɪndʒ/ *verb* to give a customer less change than is right, either by mistake or in the hope that it will not be noticed

short credit /'ʃɔ:t ˈkredɪt/ *noun* terms which allow the customer only a little time to pay

short-dated bill /'ʃɔ:t ˌdeɪtɪd ˈbɪl/ *noun* a bill which is payable within a few days

short-dated gilts /'ʃɔ:t ˌdeɪtɪd ˈɡɪltz/ *plural noun* same as **shorts**

short-dated securities /'ʃɔ:t ˌdeɪtɪd sɪˈkjʊərɪtiz/ *plural noun* same as **shorts**

shorten /'ʃɔ:t(ə)n/ *verb* to make shorter ○ *to shorten credit terms*

shortfall /'ʃɔ:tfɔ:l/ *noun* an amount which is missing which would make the total expected sum ○ *We had to borrow money to cover the shortfall between expenditure and revenue.*

short lease /ʃɔ:t 'li:s/ *noun* a lease which runs for up to two or three years ○ *We have a short lease on our current premises.*

short position /ʃɔ:t pə'zɪʃ(ə)n/ *noun* a situation where an investor sells short (i.e. sells forward shares which he or she does not own). Compare **long position**

short-range forecast /ʃɔ:t reɪndʒ 'fɔ:kɑ:st/ *noun* a forecast which covers a period of a few months

shorts /ʃɔ:ts/ *plural noun* government stocks which mature in less than five years' time

short sale /ʃɔ:t 'seɪl/, **short selling** /ʃɔ:t 'selɪŋ/ *noun* arranging to sell something in the future which you think you can buy for less than the agreed selling price

short sellers /ʃɔ:t 'seləz/ *plural noun* people who contract to sell a share in the future, expecting the price to fall so that they can it buy more cheaply before they have to close the sale

short-term /,ʃɔ:t 'tɜ:m/ *adjective* **1.** for a period of weeks or months ○ *to place money on short-term deposit* ○ *She is employed on a short-term contract.* □ **on a short-term basis** for a short period **2.** for a short period in the future ○ *We need to recruit at once to cover our short-term manpower requirements.*

short-term forecast /,ʃɔ:t tɜ:m 'fɔ:kɑ:st/ *noun* a forecast which covers a period of a few months

short-termism /ʃɔ:t 'tɜ:mɪz(ə)m/ *noun* the fact of taking a short-term view of the market, i.e. not planning for a long-term investment

short-term loan /,ʃɔ:t tɜ:m 'ləʊn/ *noun* a loan which has to be repaid within a few weeks or some years

short-term paper /,ʃɔ:t tɜ:m 'peɪpə/ *noun* a promissory note, draft, etc. payable at less than nine months

short-term security /,ʃɔ:t tɜ:m sɪ-'kjuəriti/ *noun* a security which matures in less than 5 years

short-term support /,ʃɔ:t tɜ:m sə-'pɔ:t/ *noun* support for a currency in the international market, where the central bank can borrow funds from other central banks for a short period

show of hands /,ʃəʊ əv 'hændz/ *noun* a vote where people show how they vote by raising their hands ○ *The motion was carried on a show of hands.*

COMMENT: If it is difficult to decide which side has won in a show of hands, a ballot may be taken.

shrink /'frɪŋk/ *verb* to get smaller ○ *The market has shrunk by 20%.* ○ *The company is having difficulty selling into a shrinking market.* (NOTE: **shrinking – shrank – has shrunk**)

shrinkage /'frɪŋkɪdʒ/ *noun* **1.** the amount by which something gets smaller ○ *to allow for shrinkage* **2.** losses of stock through theft, especially by the shop's own staff (*informal*)

shroff /'ʃrɒf/ *noun* (*in the Far East*) an accountant

SIB *abbreviation* Securities and Investments Board

SICAV *abbreviation* société d'investissement à capital variable

side /saɪd/ *noun* a part of something near the edge

sideline /'saɪdlaɪn/ *noun* a business which is extra to your normal work ○ *He runs a profitable sideline selling postcards to tourists.*

sight /saɪt/ *noun* the act of seeing □ **bill payable at sight** a bill which must be paid when it is presented □ **to buy something sight unseen** to buy something without having inspected it

'...if your company needed a piece of equipment priced at about \$50,000, would you buy it sight unseen from a supplier you had never met?' [*Nation's Business*]

sight bill /'saɪt bɪl/ *noun* a bill of exchange which is payable at sight

sight deposit /'saɪt dɪ'pɔ:zɪt/ *noun* a bank deposit which can be withdrawn on demand

sight draft /'saɪt drɑ:ft/ *noun* a bill of exchange which is payable when it is presented

sight letter of credit /saɪt ˌletə əv 'kredit/ *noun* a letter of credit which is paid when the necessary documents have been presented

sight note /'saɪt nəʊt/ *noun* a demand note, a promissory note which must be paid when it is presented

sign /saɪn/ *verb* to write your name in a special way on a document to show that you have written it or approved it ○ *The letter is signed by the managing director.* ○ *Our company cheques are not valid if they have not been signed by the finance director.* ○ *The new recruit was asked to sign the contract of employment.*

signal /'sɪgn(ə)l/ *noun* a warning message ○ *The Bank of England's move sent signals to the currency markets.* ■ *verb* to send warning messages about something ○ *The resolutions tabled for the AGM signalled the shareholders' lack of confidence in the management of the company.*

signatory /'sɪgnət(ə)ri/ *noun* a person who signs a contract, etc. ○ *You have to get the permission of all the signatories to the agreement if you want to change the terms.*

signature /'sɪɡnɪʃə/ *noun* a person's name written by themselves on a cheque, document or letter ○ *He found a pile of cheques on his desk waiting for signature.* ○ *All our company's cheques need two signatures.* ○ *The contract of employment had the personnel director's signature at the bottom.*

signature guarantee /ˌsɪɡnətʃə ˌɡærən'ti:/ *noun* a guarantee, such as a company stamp, that someone's signature is authorised as correct

silent partner /ˌsaɪlənt 'pɑ:tənə/ *noun* a partner who has a share of the business but does not work in it

silver /'sɪlvə/ *noun* a precious metal traded on commodity markets such as the London Metal Exchange

simple average /ˌsɪmp(ə)l 'æv(ə)rɪdʒ/ *noun* same as **average**

simple interest /ˌsɪmp(ə)l 'ɪntrəst/ *noun* interest calculated on the capital invested only, and not added to it

single /ˌsɪŋɡ(ə)l/ *adjective* 1. one alone 2. □ **in single figures** less than ten ○ *Sales are down to single figures.* ○ *In-*

flation is now in single figures. ■ *noun* a person who is not married

single-company PEP /ˌsɪŋɡ(ə)l ˌkʌmp(ə)ni 'pep/ *noun* a PEP which holds shares in one single company (up to £3,000 can be invested in the shares of just one company and protected from tax in this way)

single-entry bookkeeping /ˌsɪŋɡ(ə)l ˌentri 'bʊkki:pɪŋ/ *noun* a method of bookkeeping where payments or sales are noted with only one entry per transaction (usually in the cash book)

single European market /ˌsɪŋɡ(ə)l ˌjʊərəpi:ən 'mɑ:kit/, **single market** /ˌsɪŋɡ(ə)l 'mɑ:kit/ *noun* the EU considered as one single market, with no tariff barriers between its member states

single-figure inflation /ˌsɪŋɡ(ə)l ˌfɪɡə ɪn'fleɪʃ(ə)n/ *noun* inflation rising at less than 10% per annum

single filer /ˌsɪŋɡ(ə)l 'faɪlə/ *noun* US an unmarried individual who files an income tax return

single-life annuity /ˌsɪŋɡ(ə)l laɪf ə-'nju:ti/ *noun* an annuity which is paid only to one beneficiary, and stops when he or she dies (as opposed to a 'joint-life annuity')

single premium policy /ˌsɪŋɡ(ə)l 'pri:miəm/ *noun* an insurance policy where only one premium is paid rather than regular annual premiums

sink /sɪŋk/ *verb* 1. to go down suddenly ○ *Prices sank at the news of the closure of the factory.* 2. to invest money (into something) ○ *He sank all his savings into a car-hire business.* (NOTE: **sinking** – **sank** – **sunk**)

sinking fund /'sɪŋkɪŋ ˌfʌnd/ *noun* a fund built up out of amounts of money put aside regularly to meet a future need, such as the repayment of a loan

sister company /ˌsɪstə ˌkʌmp(ə)ni/ *noun* another company which is part of the same group

sitting tenant /ˌsɪtɪŋ 'tenənt/ *noun* a tenant who is occupying a building when the freehold or lease is sold ○ *The block of flats is for sale with four flats vacant and two with sitting tenants.*

SKA Index *noun* an index of prices on the Zurich Stock Exchange

slam /slæm/ *verb* **US** to switch (unlawfully) a customer's telephone service without his or her consent ○ *We suddenly realised we'd been slammed.*

slash /slæʃ/ *verb* to reduce something sharply ○ *We have been forced to slash credit terms.* ○ *Prices have been slashed in all departments.* ○ *The banks have slashed interest rates.*

sleeper /'sli:pə/ *noun* a share which has not risen in value for some time, but which may suddenly do so in the future

sleeping partner /'sli:pɪŋ 'pɑ:tnə/ *noun* a partner who has a share in the business but does not work in it

slide /slaid/ *verb* to move down steadily ○ *Prices slid after the company reported a loss.* (NOTE: **sliding** – **slid**)

sliding /'slaidɪŋ/ *adjective* which rises in steps

sliding scale /'slaidɪŋ 'skeɪl/ *noun* a list of charges which rises gradually according to value, quantity, time, etc.

slight /slart/ *adjective* not very large, not very important ○ *There was a slight improvement in the balance of trade.* ○ *We saw a slight increase in sales in February.*

slightly /'slartli/ *adverb* not very much ○ *Sales fell slightly in the second quarter.* ○ *The Swiss bank is offering slightly better terms.*

slip /slɪp/ *noun* a small piece of paper ■ *verb* to go down and back ○ *Profits slipped to £1.5m.* ○ *Shares slipped back at the close.* (NOTE: **slipping** – **slipped**)

'...with long-term fundamentals reasonably sound, the question for brokers is when does cheap become cheap enough? The Bangkok and Taipei exchanges offer lower p/e ratios than Jakarta, but if Jakarta p/e ratios slip to the 16–18 range, foreign investors would pay more attention to it' [*Far Eastern Economic Review*]

slip-up /'slɪp ʌp/ *noun* a mistake ○ *There has been a slip-up in the customs documentation.* (NOTE: The plural is **slip-ups**.)

slow /sləʊ/ *adjective* not going fast ○ *The sales got off to a slow start, but picked up later.* ○ *Business is always slow after Christmas.* ○ *They were slow to reply or slow in replying to the customer's complaints.* ○ *The board is slow to come to a decision.* ○ *There was a slow improvement in sales in the first half of the year.* ■ *verb* to go less fast

'...cash paid for stock: overstocked lines, factory seconds, slow sellers' [*Australian Financial Review*]

'...a general price freeze succeeded in slowing the growth in consumer prices' [*Financial Times*]

'...the fall in short-term rates suggests a slowing economy' [*Financial Times*]

slow down /,sləʊ 'daʊn/ *verb* to stop rising, moving or falling, or to make something go more slowly ○ *Inflation is slowing down.* ○ *The fall in the exchange rate is slowing down.* ○ *The management decided to slow down production.*

slowdown /'sləʊdaʊn/ *noun* a reduction in business activity ○ *a slowdown in the company's expansion*

slow payer /sləʊ 'peɪə/ *noun* a person or company that does not pay debts on time ○ *The company is well known as a slow payer.*

slump /slʌmp/ *noun* **1.** a rapid fall ○ *the slump in the value of the pound* ○ *We experienced a slump in sales or a slump in profits.* ○ *The pound's slump on the foreign exchange markets.* **2.** a period of economic collapse with high unemployment and loss of trade ○ *We are experiencing slump conditions.* ■ *verb* to fall fast ○ *Profits have slumped.* ○ *The pound slumped on the foreign exchange markets.*

slush fund /'slʌʃ fʌnd/ *noun* money kept to one side to give to people to persuade them to do what you want ○ *The government was brought down by the scandal over the slush funds.* ○ *The party was accused of keeping a slush fund to pay foreign businessmen.*

small /smɔ:l/ *adjective* not large

small ads /'smɔ:l ædz/ *plural noun* short private advertisements in a newspaper (e.g. selling small items or asking for jobs)

small business /smɔ:l 'bɪznɪs/ *noun* a little company with low turnover and few employees

Small Business Administration /,smɔ:l 'bɪznɪs əd,mɪnɪstreɪʃ(ə)n/ *noun* **US** a federal agency which provides finance and advice to small businesses. Abbreviation **SBA**

small business incubator /smɔ:l 'bɪznɪs ɪŋkjʊbeɪtə/ *noun* a centre

which provides support for new businesses before they become really viable

small businessman /smɔ:l 'biznɪsmæn/ *noun* a man who owns a small business

small-cap /'smɔ:l kæp/ *noun* a share in a company with small capitalisation. ♦

cap, mega-cap, micro-cap, mid-cap

small change /smɔ:l 'tʃeɪndʒ/ *noun* coins

small claim /smɔ:l 'kleɪm/ *noun* a claim for less than £5000 in the County Court

small claims court /smɔ:l 'kleɪmz kɔ:t/ *noun* GB a court which deals with disputes over small amounts of money

small companies /smɔ:l 'kʌmp(ə)nɪz/ *plural noun* companies which are quoted on the Stock Exchange, but which have a small capitalisation

small company /smɔ:l 'kʌmp(ə)nɪ/ *noun* a company with at least two of the following characteristics: a turnover of less than £2.0m; fewer than 50 staff; net assets of less than £975,000

small investor /smɔ:l ɪn'vestə/ *noun* a person with a small sum of money to invest

small-scale /'smɔ:l skeɪl/ *adjective* working in a small way, with few staff and not much money

small shopkeeper /smɔ:l 'ʃɒpki:pə/ *noun* an owner of a small shop

smart card /'smɑ:t kɑ:d/ *noun* a credit card with a microchip, used for withdrawing money from ATMs, or for purchases at EFTPOS terminals

SMI *abbreviation* the stock market index of the Zurich stock exchange in Switzerland

smokestack industries /'sməʊkstæk ɪndəstriz/ *plural noun* heavy industries, such as steel-making

smurf /smɜ:f/ *noun* US a person who launders money (*informal*)

snake /sneɪk/ *noun* formerly, the group of currencies within the European Exchange Rate Mechanism whose exchange rates were allowed to fluctuate against each other within certain bands or limits (*informal*)

snap up /,snæp 'ʌp/ *verb* to buy something quickly ○ *to snap up a bargain* ○ *She snapped up 15% of the company's shares.* (NOTE: **snapping – snapped**)

snip /snɪp/ *noun* a bargain (*informal*) ○ *These printers are a snip at £50.*

soar /sɔ:/ *verb* to go up rapidly ○ *Share prices soared on the news of the takeover bid or the news of the takeover bid sent share prices soaring.* ○ *The news of the takeover bid sent share prices soaring.* ○ *Food prices soared during the cold weather.*

social /'səʊʃ(ə)l/ *adjective* referring to society in general

social costs /'səʊʃ(ə)l kɒsts/ *plural noun* the ways in which something will affect people

social investing /,səʊʃ(ə)l ɪn'vestɪŋ/ *noun* the practice of investing in companies which follow certain moral standards

socially responsible fund /,səʊʃ(ə)li rɪ'spɒnsəb(ə)l 'fʌnd/ *noun* US a fund which only invests in companies that have a good environmental or employment or social record

social security /,səʊʃ(ə)l sɪ-'kjuəriti/, **social insurance** /,səʊʃ(ə)l ɪn'fʊərəns/ *noun* a government scheme where employers, employees and the self-employed make regular contributions to a fund which provides unemployment pay, sickness pay and retirement pensions ○ *He gets weekly social security payments.* ○ *She never worked but lived on social security for years.*

social system /'səʊʃ(ə)l ,sɪstəm/ *noun* the way society is organised

sociedad anónima *noun* the Spanish word for a public limited company. Abbreviation **SA**

società per azioni *noun* the Italian word for a public limited company. Abbreviation **SpA**

société *noun* the French word for company

société anonyme *noun* the French word for a public limited company. Abbreviation **SA**

société anonyme à responsabilité limitée *noun* the

French word for a private limited company. Abbreviation **SARL**

Société des Bourses Françaises *noun* a company which operates the French stock exchanges and derivatives exchanges. Abbreviation **SBF**

société d'investissement à capital variable *noun* the French word for a unit trust. Abbreviation **SICAV**

society /sə'saɪəti/ *noun* 1. the way in which the people in a country are organised 2. a club for a group of people with the same interests ○ *We have joined a computer society.*

Society for Worldwide Interbank Telecommunications /sə'saɪəti fə ˌwɜːldwaɪd ˌɪntəbæŋk ˌtelɪkəmjuːnɪˈkeɪʃ(ə)nəl/ *noun* an international organisation which makes the rapid exchange of payments between banks and stockbrokers possible on a worldwide scale. Abbreviation **SWIFT**

socio-economic /ˌsəʊʃiəʊ iːkəˈnɒmɪk/ *adjective* referring to social and economic conditions, social classes and income groups ○ *the socio-economic system in capitalist countries* ○ *We have commissioned a thorough socio-economic analysis of our potential market.*

socio-economic groups /ˌsəʊʃiəʊ iːkəˈnɒmɪk ˈgruːps/ *plural noun* groups in society divided according to income and position

COMMENT: The British socio-economic groups are: **A: upper middle class**: senior managers, administrators, civil servants and professional people; **B: middle class**: middle-ranking managers, administrators, civil servants and professional people; **C1: lower middle class**: junior managers and clerical staff; **C2: skilled workers**: workers with special skills and qualifications; **D: working class**: unskilled workers and manual workers; **E: subsistence level**: pensioners, the unemployed and casual manual workers.

soft /sɒft/ *adjective* not hard □ **to take the soft option** to decide to do something which involves least risk, effort or problems

soft commodities /sɒft kəˈmɒdɪtɪz/ *plural noun* foodstuffs which are traded as commodities (such as rice, coffee, etc.)

soft currency /sɒft ˈkʌrənsi/ *noun* the currency of a country with a weak economy, which is cheap to buy and difficult to exchange for other currencies (NOTE: The opposite is **hard currency**.)

soft dollars /sɒft ˈdɒləz/ *plural noun* rebates given by brokers to money management firms in return for funds' transaction business

soft landing /sɒft ˈlændɪŋ/ *noun* a change in economic strategy to counteract inflation, which does not cause unemployment or a fall in the standard of living, and has only minor effects on the bulk of the population

soft loan /sɒft ˈləʊn/ *noun* a loan (from a company to an employee or from one government to another) at a very low rate of interest or with no interest payable at all

soft market /sɒft ˈmɑːkɪt/ *noun* a market where there is not enough demand, and where prices fall

soft sell /sɒft ˈsel/ *noun* the process of persuading people to buy, by encouraging and not forcing them to do so

sol /sɒl/ *noun* a unit of currency used in Peru

sole /səʊl/ *adjective* only

sole agency /səʊl ˈeɪdʒənsi/ *noun* an agreement to be the only person to represent a company or to sell a product in a particular area ○ *He has the sole agency for Ford cars.*

sole agent /səʊl ˈeɪdʒənt/ *noun* a person who has the sole agency for a company in an area ○ *She is the sole agent for Ford cars in the locality.*

sole distributor /səʊl dɪˈstrɪbjʊtə/ *noun* a retailer who is the only one in an area who is allowed to sell a product

sole owner /səʊl ˈəʊnə/ *noun* a person who owns a business on their own, with no partners, and has not formed a company

sole proprietor /səʊl prəˈpraɪətə/, **sole trader** /səʊl ˈtreɪdə/ *noun* a person who runs a business, usually by themselves, but has not registered it as a company

solvency /ˈsɒlv(ə)nsi/ *noun* the state of being able to pay all debts on due date (NOTE: The opposite is **insolvency**.)

solvent /'sɒlv(ə)nt/ *adjective* having assets which are more than your liabilities

som /sɒm/ *noun* a unit of currency used in Kyrgystan

sorter/reader /,sɔ:rtə 'ri:də/ *noun* a machine in a bank which reads cheques and sorts them automatically

source /sɔ:s/ *noun* the place where something comes from ○ *What is the source of her income?* ○ *You must declare income from all sources to the tax office.* □ **income which is taxed at source** income where the tax is removed and paid to the government by the employer before the income is paid to the employee

source and application of funds statement /sɔ:s ən ,æplɪkeɪʃ(ə)n əv 'fʌndz ,stetmənt/, **sources and uses of funds statement** /,sɔ:sɪz ən ,ju:zɪz əv 'fʌndz ,stetmənt/ *noun* a statement in a company's annual accounts, showing where new funds came from during the year, and how they were used

sovereign /'sɒvrɪn/ *noun* a British gold coin, with a face value of £1 ■ *adjective* referring to an independent country

sovereign bond /'sɒvrɪn bɒnd/ *noun* a bond issued by a government

sovereign risk /,sɒvrɪn 'rɪsk/ *noun* a risk that a government may default on its debts (a government cannot be sued if it defaults)

sovereign state /,sɒvrɪn 'stet/ *noun* an independent state which governs itself

SpA *abbreviation* società per azioni

spare /speə/ *adjective* extra, not being used ○ *He has invested his spare capital in a computer shop.* □ **to use up spare capacity** to make use of time or space which has not been fully used

Sparkasse *noun* the German word for a savings bank

spec /spek/ *noun* same as **specification** □ **to buy something on spec** to buy something without being sure of its value

special /'speʃ(ə)l/ *adjective* 1. better than usual ○ *He offered us special terms.* ○ *The car is being offered at a*

special price. 2. referring to one particular thing

'...airlines offer special stopover rates and hotel packages to attract customers to certain routes' [*Business Traveller*]

Special Commissioner /,speʃ(ə)l kə'mɪʃ(ə)nəl/ *noun* an official appointed by the Treasury to hear cases where a taxpayer is appealing against an income tax assessment

special deposits /,speʃ(ə)l dɪ-'pɒzɪts/ *plural noun* large sums of money which commercial banks have to deposit with the Bank of England

special drawing rights /,speʃ(ə)l 'drɔ:ɪŋ raɪts/ *plural noun* units of account used by the International Monetary Fund, allocated to each member country for use in loans and other international operations. Their value is calculated daily on the weighted values of a group of currencies shown in dollars. Abbreviation **SDRs**

specialist /'speʃəlist/ *noun* 1. a person or company that deals with one particular type of product or one subject ○ *You should go to a specialist in computers or to a computer specialist for advice.* ○ *We need a manager who can grasp the overall picture rather than a narrow specialist.* 2. a trader on the NYSE who deals in certain stocks for his own account, selling to or buying from brokers

special mention assets /,speʃ(ə)l 'menʃ(ə)n ,æsets/ *plural noun* loans made by a bank without the correct documentation

special notice /,speʃ(ə)l 'nəʊtɪs/ *noun* notice of a proposal to be put before a meeting of the shareholders of a company which is made less than 28 days before the meeting

special offer /,speʃ(ə)l 'ɒfə/ *noun* a situation where goods are put on sale at a specially low price ○ *We have a range of men's shirts on special offer.*

special resolution /,speʃ(ə)l ,rezə-'lu:ʃ(ə)n/ *noun* a resolution concerning an important matter, such as a change to the company's articles of association which is only valid if it is approved by 75% of the votes cast at a meeting

COMMENT: 21 days' notice must be given for a special resolution to be put to a meeting, as opposed to an 'extraordinary

resolution' for which notice must be given, but no minimum period is specified by law. An extraordinary resolution could be a proposal to wind up a company voluntarily, but changes to the articles of association, such as a change of name, or of the objects of the company, or a reduction in share capital, need a special resolution.

specie /'spi:ʃi:/ *noun* money in the form of coins

specification /,spesɪfɪ'keɪʃ(ə)n/ *noun* detailed information about what or who is needed or about a product to be supplied ○ *to detail the specifications of a computer system* □ **to work to standard specifications** to work to specifications which are acceptable anywhere in an industry □ **the work is not up to specification or does not meet our specifications** the product is not made in the way which was detailed

specify /'spesɪfaɪ/ *verb* to state clearly what is needed ○ *to specify full details of the goods ordered* ○ *Do not include VAT on the invoice unless specified.* ○ *Candidates are asked to specify which of the three posts they are applying for.* (NOTE: **specifies – specifying – specified**)

specimen /'spesɪmɪn/ *noun* something which is given as a sample □ **to give specimen signatures on a bank mandate** to write the signatures of all the people who can sign cheques for an account so that the bank can recognise them

speculate /'spekjʊleɪt/ *verb* to take a risk in business which you hope will bring you profits □ **to speculate on the Stock Exchange** to buy shares which you hope will rise in value

speculation /,spekjʊ'leɪʃ(ə)n/ *noun* a risky deal which may produce a short-term profit ○ *He bought the company as a speculation.* ○ *She lost all her money in Stock Exchange speculations.*

speculative share /'spekjʊlətɪv ʃeə/ *noun* 1. a share which may go sharply up or down in value 2. a bond with a low credit rating

speculator /'spekjʊleɪtə/ *noun* a person who buys goods, shares or foreign currency in the hope that they will rise in value ○ *a property speculator* ○ *a currency speculator* ○ *a speculator on*

the Stock Exchange or a Stock Exchange speculator

spend *verb* /spend/ to pay money ○ *They spent all their savings on buying the shop.* ○ *The company spends thousands of pounds on research.* ■ *noun* an amount of money spent ○ *What's the annual spend on marketing?*

spending /'spendɪŋ/ *noun* the act of paying money for goods and services ○ *Both cash spending and credit card spending increase at Christmas.*

spending money /'spendɪŋ ,mʌni/ *noun* money for ordinary personal expenses

spending power /'spendɪŋ ,paʊə/ *noun* 1. the fact of having money to spend on goods ○ *the spending power of the student market* 2. the amount of goods which can be bought for a sum of money ○ *The spending power of the pound has fallen over the last ten years.*

spin /spɪn/ *noun* a special meaning given to something

spin control /'spɪn kən'trəʊl/ *noun* the ability to give a special meaning to information

spin doctor /'spɪn ,dɒktə/ *noun* a person who explains news in a way that makes it flattering to the person or organisation employing him or her (*informal*) ○ *Government spin doctors have been having some difficulty in dealing with the news items about the rise in unemployment.*

spin off /,spɪn 'ɒf/ *verb* □ **to spin off a subsidiary company** to split off part of a large company to form a smaller subsidiary, giving shares in this to the existing shareholders

spinoff /'spɪnɒf/ *noun* 1. a useful product developed as a secondary product from a main item ○ *One of the spin-offs of the research programme has been the development of the electric car.* 2. a corporate reorganisation in which a subsidiary becomes an independent company

spiral /'spaɪrəl/ *noun* something which twists round and round getting higher all the time ■ *verb* to twist round and round, getting higher all the time ○ *a period of spiralling prices* □ **spiralling inflation** inflation where price rises make employees ask for higher wages which then increase prices again

split /splɪt/ *noun* **1.** an act of dividing up □ **the company is proposing a five for one split** the company is proposing that each existing share should be divided into five smaller shares **2.** a lack of agreement ○ *a split in the family shareholders* ■ **verb** □ **to split shares** to divide shares into smaller denominations □ **the shares were split five for one** five new shares were given for each existing share held ■ **adjective** which is divided into parts

COMMENT: A company may decide to split its shares if the share price becomes too 'heavy' (i.e. each share is priced at such a high level that small investors may be put off, and trading in the share is restricted). In the UK, a share price of £10.00 is considered 'heavy', though such prices are common on other stock markets.

split-capital trust /ˌsplɪt ˌkæpɪt(ə)l ˈtrʌst/ *noun* same as **split-level investment trust**

split commission /splɪt kə-ˈmɪʃ(ə)n/ *noun* a commission which is divided between brokers or agents

split-level investment trust /ˌsplɪt ˌlev(ə)l ɪnˈvestmənt trʌst/ *noun* an investment trust with two categories of shares: income shares which receive income from the investments, but do not benefit from the rise in their capital value; and capital shares, which increase in value as the value of the investments rises, but do not receive any income. Also called **split trust**, **split-capital trust**

split payment /splɪt ˈpeɪmənt/ *noun* a payment which is divided into small units

split trust /splɪt ˈtrʌst/ *noun* same as **split-level investment trust**

sponsor /ˈspɒnsə/ *noun* **1.** a company which pays part of the cost of making a TV programme by taking advertising time on the programme **2.** a person or company which pays money to help research or to pay for a business venture **3.** a company which pays to help a sport, in return for advertising rights **4.** an organisation, such as a merchant bank, which backs a new share issue ■ **verb** **1.** to act as a sponsor for something ○ *a government-sponsored trade exhibition* ○ *The company has sponsored the football match.* ○ *Six of*

the management trainees have been sponsored by their companies. **2.** *US* to play an active part in something, such as a pension plan for employees ○ *If you're single and not covered by an employer-sponsored retirement plan.*

sponsorship /ˈspɒnsəʃɪp/ *noun* the act of sponsoring ○ *the sponsorship of a season of concerts* ○ *The training course could not be run without the sponsorship of several major companies.*

spot *noun* /spɒt/ **1.** a place **2.** a place for an advertisement on a TV or radio show **3.** the buying of something for immediate delivery ■ **adjective** done immediately

spot cash /spɒt ˈkæʃ/ *noun* cash paid for something bought immediately

spot market /ˈspɒt ˌmɑːkɪt/ *noun* the market for buying oil for immediate delivery

'...with most of the world's oil now traded on spot markets, Opec's official prices are much less significant than they once were' [*Economist*]

spot price /ˈspɒt praɪs/, **spot rate** /ˈspɒt reɪt/ *noun* a current price or rate for something which is delivered immediately (also called 'cash price')

'...the average spot price of Nigerian light crude oil for the month of July was 27.21 dollars per barrel' [*Business Times (Lagos)*]

spousal /ˈspaʊz(ə)l/ *adjective* *US* referring to a spouse

spousal IRA /ˈspaʊz(ə)l ˈaɪrə/ *noun* *US* an IRA set up in the name of a spouse. Full form **spousal Individual Retirement Account**

spouse /spaʊs/ *noun* a husband or wife ○ *All employees and their spouses are invited to the staff party.*

spread /spred/ *noun* **1.** same as **range** **2.** the difference between buying and selling prices (i.e. between the bid and offer prices) ■ **verb** to space something out over a period of time ○ *to spread payments over several months* □ **to spread a risk** to make the risk of insurance less great by asking other companies to help cover it

'...dealers said markets were thin, with gaps between trades and wide spreads between bid and ask prices on the currencies' [*Wall Street Journal*]

'...to ensure an average return you should hold a spread of different shares covering a wide

cross-section of the market' [*Investors Chronicle*]

spreadsheet /'spredʃi:t/ *noun* a computer printout showing a series of columns of figures

square /skweə/ *verb* to balance your position by selling futures to balance purchases

Square Mile /skweə 'mail/ *noun* the City (of London), the British financial centre

squeeze /skwi:z/ *noun* government control carried out by reducing the availability of something ■ *verb* to crush or to press; to make smaller ○ *to squeeze margins or profits or credit*

'...the real estate boom of the past three years has been based on the availability of easy credit. Today, money is tighter, so property should bear the brunt of the credit squeeze' [*Money Observer*]

SRB *abbreviation* sales returns book

SRO *abbreviation* self-regulatory organisation

SSAPs *abbreviation* Statements of Standard Accounting Practice

SSI *abbreviation* standing settlement instructions

SSL *abbreviation* a method of providing a safe channel over the Internet to allow a user's credit card or personal details to be safely transmitted ○ *I only purchase goods from a web site that has SSL security installed.* ○ *The little key logo on my web browser appears when I am connected to a secure site with SSL.* Full form **secure sockets layer**

stabilisation /,stə'bilə'zeɪʃ(ə)n/, **stabilization** *noun* the process of making something stable, e.g. preventing sudden changes in prices □ **stabilisation of the economy** keeping the economy stable by preventing inflation from rising, cutting high interest rates and excess money supply

stabilise /'stə'bəlaɪz/, **stabilize** *verb* to become steady, or to make something steady □ **prices have stabilised** prices have stopped moving up or down □ **to have a stabilising effect on the economy** to make the economy more stable

stability /stə'bɪləti/ *noun* the state of being steady or not moving up or down ○ *price stability* ○ *a period of economic stability* ○ *the stability of the currency markets*

stable /'steɪb(ə)l/ *adjective* steady or not moving up or down ○ *stable prices* ○ *a stable exchange rate* ○ *a stable currency* ○ *a stable economy*

staff appraisal /stɑ:f ə'preɪz(ə)l/, **staff assessment** /stɑ:f ə'sesmənt/ *noun* a report on how well a member of staff is working

staffer /'stɑ:fə/ *noun* *US* a member of the permanent staff

staff incentives /stɑ:f in'sentɪvz/ *plural noun* higher pay and better conditions offered to employees to make them work better

staff training /stɑ:f 'treɪnɪŋ/ *noun* the process of teaching staff better and more profitable ways of working

tag /stæg/ *noun* **1.** a person who buys new issues of shares and sells them immediately to make a profit **2.** *US* a dealer in stocks who is not a member of a Stock Exchange ■ *verb* □ **to tag an issue** to buy a new issue of shares not as an investment, but to sell immediately at a profit

stage /steɪdʒ/ *noun* a period, one of several points in a process of development ○ *the different stages of the production process* □ **the contract is still in the drafting stage** the contract is still being drafted □ **in stages** in different steps ○ *The company has agreed to repay the loan in stages.*

staged payments /steɪdʒd 'peɪməntz/ *plural noun* payments made in stages

stagflation /stæg'fleɪʃ(ə)n/ *noun* inflation and stagnation happening at the same time in an economy

stagger /'stæɡə/ *verb* to arrange holidays or working hours so that they do not all begin and end at the same time ○ *Staggered holidays help the tourist industry.* ○ *We have to stagger the lunch hour so that there is always someone on the switchboard.* ○ *We asked our supplier to stagger deliveries so that the warehouse can cope.*

stagnant /'stæɡnənt/ *adjective* not active, not increasing ○ *Turnover was stagnant for the first half of the year.* ○ *A stagnant economy is not a good sign.*

stagnate /stæg'neɪt/ *verb* not to increase, not to make progress ○ *The*

economy is stagnating. ○ *After six hours the talks were stagnating.*

stagnation /stæg'neɪʃ(ə)n/ *noun* the state of not making any progress, especially in economic matters ○ *The country entered a period of stagnation.*

stake /steɪk/ *noun* an amount of money invested □ **to have a stake in a business** to have money invested in a business □ **to acquire a stake in a business** to buy shares in a business ○ *He acquired a 25% stake in the company.* ■ **verb** □ **to stake money on something** to risk money on something

'...her stake, which she bought at \$1.45 per share, is now worth nearly \$10 million' [*Times*]

'...other investments include a large stake in a Chicago-based insurance company, as well as interests in tobacco products and hotels' [*Lloyd's List*]

stale /steɪl/ *adjective* referring to a cheque which is so old, that the bank will not clear it unless it has been confirmed as correct by the payer

stale bull /steɪl 'bul/ *noun* an investor who bought shares hoping that they would rise, and now finds that they have not risen and wants to sell them

stamp /stæmp/ *noun* a device for making marks on documents; a mark made in this way ○ *The invoice has the stamp 'Received with thanks' on it.* ○ *The customs officer looked at the stamps in his passport.* ■ **verb** **1.** to mark a document with a stamp ○ *to stamp an invoice 'Paid'* ○ *The documents were stamped by the customs officials.* **2.** to put a postage stamp on an envelope or parcel

stamp duty /'stæmp ,dʒu:ti/ *noun* a tax on legal documents such as those used e.g. for the sale or purchase of shares or the conveyance of a property to a new owner

stamp pad /'stæmp pæd/ *noun* a soft pad of cloth with ink on which a stamp is pressed, before marking the paper

standard /'stændəd/ *noun* the normal quality or normal conditions which other things are judged against ■ *adjective* normal or usual ○ *a standard model car* ○ *We have a standard charge of £25 for a thirty-minute session.*

standard agreement /'stændəd ə-'grɪ:mənt/, **standard contract**

/,stændəd 'kɒntrækt/ *noun* a normal printed contract form

Standard & Poor's /,stændəd ən 'pu:z/ *noun* an American corporation which rates bonds according to the credit-worthiness of the organisations issuing them. Abbreviation **S&P**

COMMENT: Standard and Poor's also issues several stock market indices: the Standard and Poor's Composite Index (or S&P 500 or Standard & Poor's 500-stock Index) is an index of 500 popular American stocks; other indices are the S&P SmallCap and S&P MidCap.

standard cost /,stændəd 'kɒst/ *noun* a future cost which is calculated in advance and against which estimates are measured

standard deviation /,stændəd dɪ:'vi:eiʃ(ə)n/ *noun* the way in which the results of a sample deviate from the mean or average

standard direct labour cost /,stændəd dɪ'rekt 'leɪbə kɒst/ *noun* the cost of labour calculated to produce a product according to specification (used to measure estimates)

standard letter /,stændəd 'letə/ *noun* a letter which is sent without change to various correspondents

standard of living /,stændəd əv 'lɪvɪŋ/ *noun* the quality of personal home life (such as amount of food or clothes bought, size of family car, etc.)

standard rate /'stændəd reɪt/ *noun* a basic rate of income tax which is paid by most taxpayers

standard risk /,stændəd 'rɪsk/ *noun* a normal risk on a loan which is likely to be repaid on time

standby arrangements /'stændbaɪ ə'reɪndʒmənts/ *plural noun* plans for what should be done if an emergency happens, especially money held in reserve in the International Monetary Fund for use by a country in financial difficulties

standby credit /'stændbaɪ ,kredɪt/ *noun* **1.** credit which is available if a company needs it, especially credit guaranteed by a euronote **2.** credit which is available and which can be drawn on if a country needs it, especially credit guaranteed by a lender (a group of banks or the IMF in the case of a member country) usually in dollars

standby loan /'stændbaɪ ləʊn/ *noun* a loan which is available if needed

standing /'stændɪŋ/ *noun* a good reputation ○ *The financial standing of a company.* □ **company of good standing** very reputable company

standing order /,stændɪŋ 'ɔ:də/ *noun* an order written by a customer asking a bank to pay money regularly to an account ○ *I pay my subscription by standing order.*

standing settlement instructions /,stændɪŋ 'set(ə)lmənt ɪn-,strʌkʃ(ə)nz/ *plural noun* instructions given by one bank to other banks as to the procedure to be followed when making payments to it. Abbreviation **SSIs**

standstill agreement /'stændstɪl ə,gri:mənt/ *noun* an agreement between a borrower and a lender that it is better to renegotiate the terms of the loan than for the lender to foreclose on the property used as security

staple commodity /,steɪp(ə)l kə-'mɒdɪti/ *noun* a basic food or raw material

start /stɑ:t/ *noun* the beginning ■ *verb* to begin to do something □ **to start a business from cold or from scratch** to begin a new business, with no previous turnover to base it on

starting /'stɑ:tɪŋ/ *noun* the act of beginning

starting date /'stɑ:tɪŋ deɪt/ *noun* a date on which something starts

starting salary /'stɑ:tɪŋ ,sæləri/ *noun* a salary for an employee when he or she starts work with a company

start-up /'stɑ:t ʌp/ *noun* 1. the beginning of a new company or new product ○ *We went into the red for the first time because of the start-up costs of the new subsidiary in the USA.* 2. a new, usually small business that is just beginning its operations, especially a new business supported by venture capital and in a sector where new technologies are used

start-up financing /'stɑ:t ʌp ,faɪnænsɪŋ/ *noun* the first stage in financing a new project, which is followed by several rounds of investment capital as the project gets under way (NOTE: The plural is **start-ups**.)

state /steɪt/ *noun* 1. an independent country 2. a semi-independent section

of a federal country (such as the USA) 3. the government of a country ■ *verb* to say clearly ○ *The document states that all revenue has to be declared to the tax office.*

'...the unions had argued that public sector pay rates had slipped behind rates applying in state and local government areas' [*Australian Financial Review*]

state bank /steɪt 'bæŋk/ *noun* in the USA, a commercial bank licensed by the authorities of a state, and not necessarily a member of the Federal Reserve system (as opposed to a national bank)

state-controlled /'steɪt kən,trəʊld/ *adjective* run by the state ○ *state-controlled television*

state enterprise /,steɪt 'entəpraɪz/ *noun* a company run by the state

statement /'steɪtmənt/ *noun* 1. something said or written which describes or explains something clearly □ **to make a false statement** to give wrong details □ **statement of expenses** a detailed list of money spent 2. □ **statement (of account)** a list of invoices and credits and debits sent by a supplier to a customer at the end of each month □ **monthly or quarterly statement** a statement which is sent every month or every quarter by the bank □ **statement balance, balance per statement** a balance in an account on a given date as shown in a bank statement

statement of affairs /,steɪtmənt əv ə'feəz/ *noun* a financial statement drawn up when a person is insolvent

Statements of Standard Accounting Practice /,steɪtmənts əv ,stændəd ə'kaʊntɪŋ ,præktɪs/ *plural noun* rules laid down by the Accounting Standards Board for the preparation of financial statements. Abbreviation **SSAPs**

statement stuffer /'steɪtmənt ,stʌfə/ *noun* an advertising leaflet enclosed with the monthly bank statement

state monopoly /steɪt mə'nɒpəli/ *noun* a situation where the state is the only supplier of a product or service

state of indebtedness /,steɪt əv ɪn'detɪdnəs/ *noun* the fact of being in debt, owing money

state-owned /'steɪt əʊnd/ *adjective* owned by the state or by a state

*...state-owned banks cut their prime rates a percentage point to 11% [Wall Street Journal]

state-owned industry /,steɪt əʊnd 'ɪndəstri/ *noun* an industry which is nationalised

state ownership /steɪt 'əʊnəʃɪp/ *noun* a situation in which an industry is nationalised

statistical /stə'tɪstɪk(ə)/ *adjective* based on statistics ○ *statistical information* ○ *They took two weeks to provide the statistical analysis of the opinion-poll data.*

statistical discrepancy /stə'tɪstɪk(ə)l dɪ'skreɪnsi/ *noun* the amount by which sets of figures differ

statistician /,stætɪ'stɪʃ(ə)n/ *noun* a person who analyses statistics

statistics /stə'tɪstɪks/ *plural noun*
1. facts or information in the form of figures ○ *to examine the sales statistics for the previous six months* ○ *Government trade statistics show an increase in imports.* ○ *The statistics on unemployment did not take school-leavers into account.* (NOTE: takes a plural verb) **2.** the study of facts in the form of figures (NOTE: takes a singular verb)

status /'steɪtəs/ *noun* **1.** the importance of someone or something relative to others, especially someone's position in society □ *the chairman's car is a status symbol* the size of the car shows how important the chairman is □ *loss of status* the act of becoming less important in a group **2.** □ *legal status* legal position

status inquiry /'steɪtəs ɪn,kwærɪ/ *noun* an act of checking on a customer's credit rating

status quo /,steɪtəs 'kwəʊ/ *noun* the state of things as they are now ○ *The contract does not alter the status quo.* ○ *The union tried to alter the status quo by forcing the management to change its policies.*

statute /'stætʃu:t/ *noun* an established written law, especially an Act of Parliament

statute-barred /,stætʃu:t 'bɑ:d/ *adjective* referring to legal action which cannot be pursued because the time limit for it has expired

statute book /'stætʃu:t bu:k/ *noun* all laws passed by Parliament which are still in force

statute law /'stætʃu:t lɔ:/ *noun* same as **statute**

statute of limitations /,stætʃu:t əv 'lɪmɪ'teɪʃ(ə)nz/ *noun* a law which allows only a certain amount of time (usually six years) for someone to start legal proceedings to claim property or compensation for damage

statutory /'stætʃut(ə)rɪ/ *adjective* fixed by law ○ *There is a statutory period of probation of thirteen weeks.* ○ *Are all the employees aware of their statutory rights?*

statutory holiday /,stætʃut(ə)rɪ 'hɒlɪdeɪ/ *noun* a holiday which is fixed by law ○ *The office is closed for the statutory Christmas holiday.*

statutory regulations /,stætʃut(ə)rɪ ,regjʊ'leɪʃ(ə)nz/ *plural noun* regulations covering financial dealings which are based on Acts of Parliament, such as the Financial Services Act (as opposed to the rules of self-regulatory organisations which are non-statutory)

stay of execution /,steɪ əv ɛk'sɪ-'kju:ʃ(ə)n/ *noun* the temporary stopping of a legal order ○ *The court granted the company a two-week stay of execution.*

steadily /'stedɪli/ *adverb* in a regular or continuous way ○ *Output increased steadily over the last two quarters.* ○ *The company has steadily increased its market share.*

steadiness /'stedɪnəs/ *noun* the fact of being firm, not fluctuating ○ *The steadiness of the markets is due to the government's intervention.*

steady /'stedɪ/ *adjective* continuing in a regular way ○ *The company can point to a steady increase in profits.* ○ *The market stayed steady in spite of the collapse of the bank.* ○ *There is a steady demand for computers.* ○ *He has a steady job in the supermarket.* ■ *verb* to become firm, to stop fluctuating ○ *The markets steadied after last week's fluctuations.* ○ *Prices steadied on the commodity markets.* ○ *The government's figures had a steady influence on the exchange rate.*

steep /sti:p/ *adjective* referring to an increase which is very great and usually sudden or a price which is very high ○ *a steep increase in interest charges* ○ *a steep decline in overseas sales*

step /step/ *noun* a movement forward ○ *Becoming assistant to the MD is a step up the promotion ladder.* □ **in step** with moving at the same rate as ○ *The pound rose in step with the dollar.* □ **out of step** with not moving at the same rate as ○ *The pound was out of step with other European currencies.* ○ *Wages are out of step with the cost of living.*

sterling /'stɜ:lɪŋ/ *noun* a standard currency used in the United Kingdom ○ *to quote prices in sterling or to quote sterling prices*

'...it is doubtful that British goods will price themselves back into world markets as long as sterling labour costs continue to rise faster than in competitor countries' [*Sunday Times*]

sterling area /'stɜ:lɪŋ ,eəriə/ *noun* formerly, an area of the world where the pound sterling was the main trading currency

sterling balances /,stɜ:lɪŋ 'bælənsɪz/ *plural noun* a country's trade balances expressed in pounds sterling

sterling crisis /'stɜ:lɪŋ ,kraɪsɪs/ *noun* a fall in the exchange rate of the pound sterling

sterling index /'stɜ:lɪŋ ,ɪndeks/ *noun* an index which shows the current value of sterling against a basket of currencies

sterling silver /,stɜ:lɪŋ 'sɪlvə/ *noun* an official quality of silver for use in articles made and sold (it is 92.5% pure silver)

stimulate /'stɪmjuleɪt/ *verb* to make formerly, or someone become more active ○ *What can the government do to stimulate the economy?* ○ *The aim of the subsidies is to stimulate trade with the Middle East.*

stimulus /'stɪmjələs/ *noun* a thing which encourages activity (NOTE: The plural is **stimuli**.)

stipulate /'stɪpjuleɪt/ *verb* to state something specifically as a binding condition in a contract ○ *to stipulate that the contract should run for five years* ○ *They found it difficult to pay the stipulated charges.* ○ *The company failed to*

pay on the date stipulated in the contract. ○ *The contract stipulates that the seller pays the buyer's legal costs.*

stipulation /,stɪpjʊ'leɪʃ(ə)n/ *noun* a condition in a contract ○ *The contract has a stipulation that the new manager has to serve a three-month probationary period.*

stock /stɒk/ *noun* 1. the quantity of goods for sale in a warehouse or retail outlet □ **to buy a shop with stock at valuation** when buying a shop, to pay a price for the stock which is the same as its value as estimated by the valuer □ **to purchase stock at valuation** to pay the price that stock has been valued at □ **to take stock** to count the items in a warehouse 2. shares in a company

'US crude oil stocks fell last week by nearly 2.5m barrels' [*Financial Times*]

'...the stock rose to over \$20 a share, higher than the \$18 bid' [*Fortune*]

stockbroker /'stɒkbɹəʊkəl/ *noun* a person who buys or sells shares for clients

stockbroker's commission /stɒk-,brəʊkəz kə'mɪʃ(ə)n/ *noun* the payment to a broker for a deal carried out on behalf of a client

stockbroking /'stɒkbrəʊkɪŋ/ *noun* the business of dealing in shares for clients ○ *a stockbroking firm*

stock certificate /'stɒk sə,tɪfɪkət/ *noun* a document proving that someone owns stock in a company

stock code /'stɒk kəʊd/ *noun* a set of numbers and letters which refer to an item of stock

stock control /'stɒk kən,tɹəʊl/ *noun* the process of making sure that the correct level of stock is maintained, to be able to meet demand while keeping the costs of holding stock to a minimum (NOTE: The US term is **inventory control**.)

stock controller /'stɒk kən,tɹəʊlə/ *noun* a person who notes movements of stock

stock depreciation /'stɒk dɪprɪ:'fi-,eɪʃ(ə)n/ *noun* a reduction in value of stock which is held in a warehouse for some time

stock dividend /'stɒk ,dɪvɪdənd/ *noun* US a dividend in the form of stock (i.e. a bonus issue of shares)

Stock Exchange /'stɒk ɪks-
tʃeɪndʒ/ *noun* a place where stocks
and shares are bought and sold ○ *He
works on the Stock Exchange.* ○ *Shares
in the company are traded on the Stock
Exchange.*

'...the news was favourably received on the
Sydney Stock Exchange, where the shares
gained 40 cents to A\$9.80' [*Financial Times*]

**Stock Exchange Automated
Quotations System** /stɒk ɪks-
tʃeɪndʒ ˌɔ:təmeɪtɪd kwəʊ'teɪʃ(ə)nz
ˌsɪstəm/ *noun* full form of **SEAQ**

Stock Exchange Council /,stɒk
ɪks-tʃeɪndʒ 'kaʊnsəl/ *noun* a commit-
tee which runs the London International
Stock Exchange and regulates the way
in which its members work

**Stock Exchange Electronic
Trading System** /stɒk ɪks-tʃeɪndʒ
ˌelektrɒnɪk 'treɪdɪŋ ˌsɪstəm/ *noun* the
London Stock Exchange's electronic
share trading system in major shares.
Buyers and sellers are automatically
matched by computer. Abbreviation
Sets

Stock Exchange listing /'stɒk ɪks-
tʃeɪndʒ ˌlɪstɪŋ/ *noun* the fact of being
on the official list of shares which can
be bought or sold on the Stock Ex-
change ○ *The company is planning to
obtain a Stock Exchange listing.*

Stock Exchange operation /'stɒk
ɪks-tʃeɪndʒ ɒpə'reɪʃ(ə)n/ *noun* buying
or selling of shares on the Stock
Exchange

stock figures /'stɒk ˌfɪɡəz/ *plural
noun* details of how many goods are in
the warehouse or store

stockholder /'stɒkhəʊldə/ *noun* a
person who holds shares in a company

stockholding /'stɒkhəʊldɪŋ/ *noun*
the shares in a company held by
someone

stock-in-trade /,stɒk ɪn 'treɪd/ *noun*
goods held by a business for sale

stock jobber /'stɒkdʒɒbə/ *noun* for-
merly, a person who bought and sold
shares from other traders on the Stock
Exchange

stock jobbing /'stɒkdʒɒbɪŋ/ *noun*
formerly, the business of buying and
selling shares from other traders on the
Stock Exchange

stock level /'stɒk ˌlev(ə)l/ *noun* the
quantity of goods kept in stock ○ *We try
to keep stock levels low during the
summer.*

stock market /'stɒk ˌmɑ:kɪt/ *noun* a
place where shares are bought and sold
(i.e. a stock exchange) ○ *stock market
price or price on the stock market*

stock market launch /'stɒk
ˌmɑ:kɪt ˌləʊntʃ/ *noun* the occasion when
shares in a new company are first sold
on the Stock Exchange

stock market manipulation /stɒk
ˌmɑ:kɪt məˌnɪpjəʊ'leɪʃ(ə)n/ *noun* the
practice of trying to influence the price
of shares by buying or selling in order to
give the impression that the shares are
widely traded

stock market manipulator /'stɒk
ˌmɑ:kɪt məˌnɪpjəʊlɪtə/ *noun* a person
who tries to influence the price of shares
in his or her own favour

stockmarket rating /'stɒkmɑ:kɪt
ˌreɪtɪŋ/ *noun* the price of a share on the
stock market, which shows how inves-
tors and financial advisers generally
consider the value of the company

stock market valuation /stɒk
ˌmɑ:kɪt ˌvælju'eɪʃ(ə)n/ *noun* a value
of a company based on the current mar-
ket price of its shares

stock mutual funds /stɒk
ˌmju:tʃʊəl fʌndz/ *plural noun* mutual
funds where the money is invested in
corporate stocks as opposed to bonds or
government securities

stock option /'stɒk ɒpʃən/ *noun* a
right to buy shares at a cheap price
given by a company to its employees

stockout /'stɒkəʊt/ *noun* a situation
where an item is out of stock

stock picker /'stɒk ˌpɪkə/ *noun* a
person whose job is to choose which
shares to buy

stockpicking /'stɒkpɪkɪŋ/ *noun* the
task of making a choice as to which
shares to buy (NOTE: The counterpart,
deciding how much money to spend on
shares, is called **asset allocation**.)

stock-purchasing loans /'stɒk
ˌpɜ:tʃɪsɪŋ ˌləʊnz/ *plural noun* loans
from a company to members of staff to
allow them to buy shares in the
company

stock quote /'stɒk kwəʊt/ *noun* a current price of a share on a stock exchange

stocks and shares /,stɒks ən 'ʃeəz/ *plural noun* shares in ordinary companies

stocktaking /'stɒktɪkɪŋ/ *noun* the counting of goods in stock at the end of an accounting period ○ *The warehouse is closed for the annual stocktaking.*

stocktaking sale /'stɒktɪkɪŋ seɪl/ *noun* a sale of goods cheaply to clear a warehouse before stocktaking

stock transfer form /,stɒk 'trænsfɜː fɔːm/ *noun* a form to be signed by the person transferring shares

stock turn /stɒk 'tɜːn/, **stock turnover** /stɒk 'tɜːnraʊnd/, **stock turnover** /,stɒk 'tɜːnəʊvəl/ *noun* the total value of stock sold in a year divided by the average value of goods in stock

stock valuation /,stɒl væljʊ-'eɪʃ(ə)n/ *noun* an estimation of the value of stock at the end of an accounting period

stop /stɒp/ *noun* a situation where someone is not supplying or not paying something □ **account on stop** an account which is not supplied because it has not paid its latest invoices ○ *We put their account on stop and sued them for the money they owed.* □ **to put a stop on a cheque** to tell the bank not to pay a cheque which you have written ■ *verb* □ **to stop an account** not to supply an account any more on credit because bills have not been paid □ **to stop payments** not to make any further payments

stop-go /stɒp 'gəʊ/ *noun* an economic policy leading to short periods of expansion followed by short periods of squeeze

stop-loss order /stɒp 'lɒs ,ɔːdə/ *noun* an instruction to a stockbroker to sell a share if the price falls to a certain level (NOTE: The US term is **stop order**.)

stoppage /'stɒpɪdʒ/ *noun* a sum of money taken regularly from an employee's wages for insurance, tax, etc.

storage capacity /'stɔːrɪdʒ kə-,pæsɪti/ *noun* the space available for storage

store card /'stɔː kɑːd/ *noun* a credit card issued by a large department store, which can only be used for purchases in that store

straddle /'stræd(ə)l/ *noun* 1. a spread, the difference between bid and offer price 2. the act of buying a put option and a call option at the same time

straight bonds /'streɪt bɒndz/ *plural noun* normal fixed-interest bonds which can be redeemed at a certain date

straight line depreciation /,streɪt laɪn dɪ'prɪʃi'eɪʃ(ə)n/ *noun* depreciation calculated by dividing the cost of an asset, less its remaining value, by the number of years it is likely to be used

straight paper /streɪt 'peɪpəl/ *noun* same as **straight bonds**

straights /streɪts/ *plural noun* same as **straight bonds**

Straits Times index /streɪts 'taɪmz ,ɪndeks/ an index of prices on the Singapore Stock Exchange

strapped /stræpt/ *adjective* □ **strapped for cash** short of money

street /striːt/ *noun* a road in a town ○ *Their new address is 25 Broad Street.* □ **the Street** US Wall Street (*informal*)

street directory /'striːt daɪ-,rekt(ə)rɪ/ *noun* a list of people living in a street; a map of a town which lists all the streets in alphabetical order in an index

street name /'striːt neɪm/ *noun* a nominee name for holding securities

street price /'striːt praɪs/ *noun* same as **retail price**

strength /streŋθ/ *noun* the fact of being strong, or being at a high level ○ *the underlying strength of the market* ○ *The company took advantage of the strength of the demand for mobile phones.* ○ *The strength of the pound increases the possibility of high interest rates.* (NOTE: The opposite is **weakness**.)

strike /straɪk/ *verb* □ **to strike a bargain with someone** to come to an agreement □ **a deal was struck at £25 a unit** we agreed the price of £25 a unit

strike price /'straɪk praɪs/, **striking price** /'straɪkɪŋ praɪs/ *noun* 1. a price at which a new issue of shares is offered for sale 2. the lowest selling price when selling a new issue of shares by tender (applicants who tendered at a higher

price will get shares; those who tendered at a lower price will not)

strip /stri:p/ *noun* **1.** a band of a colour.
 ♣ **magnetic strip** **2.** *US* an action of separating coupons from a bond

strong /strɒŋ/ *adjective* with a lot of force or strength ○ *This Christmas saw a strong demand for mobile phones.* ○ *The company needs a strong chairman.*

'...everybody blames the strong dollar for US trade problems' [*Duns Business Month*]

'...in a world of floating exchange rates the dollar is strong because of capital inflows rather than weak because of the nation's trade deficit' [*Duns Business Month*]

strongbox /'strɒŋbɒks/ *noun* a heavy metal box which cannot be opened easily, in which valuable documents and money can be kept

strong currency /strɒŋ 'kʌrənsi/ *noun* a currency which has a high value against other currencies

strong market /strɒŋ 'mɑ:kɪt/ *noun* a market where prices are moving up

strong pound /strɒŋ 'paʊnd/ *noun* a pound which is high against other currencies

strongroom /'strɒŋru:m/ *noun* a special room (in a bank) where valuable documents, money and gold can be kept

structural /'strʌktʃ(ə)rəl/ *adjective* referring to a structure ○ *to make structural changes in a company*

structural unemployment /'strʌktʃ(ə)rəl ʌnɪm'plɔɪmənt/ *noun* unemployment caused by the changing structure of an industry or the economy

structure /'strʌktʃəl/ *noun* the way in which something is organised ○ *the price structure in the small car market* ○ *the career structure within a corporation* ○ *The paper gives a diagram of the company's organisational structure.* ○ *The company is reorganising its discount structure.* □ **capital structure of a company** way in which a company's capital is set up

stub /stʌb/ *noun* a slip of paper left after writing a cheque, an invoice or a receipt, as a record of the deal which has taken place

student loan /'stju:d(ə)nt 'ləʊn/ *noun* a loan made to a student to help him or her through university (the loan is repayable later from earnings)

stuffer /'stʌfə/ *noun* advertising material that is put in an envelope for mailing

style /stɑɪl/ *noun* a way of doing or making something ○ *a new style of product* ○ *old-style management techniques* ○ *Managers are expected to stick to a specific style of investing.*

sub /sʌb/ *noun* **1.** wages paid in advance **2.** same as **subscription**

sub- /sʌb/ *prefix* under or less important

sub-account /'sʌb ə,kəʊnt/ *noun* one of several separate investment accounts on which a variable annuity is based. ♣ **annuity**

sub-agency /'sʌb ʔɪdʒənsi/ *noun* a small agency which is part of a large agency

sub-agent /'sʌb ʔɪdʒənt/ *noun* a person who is in charge of a sub-agency

subcontract *noun* /sʌb'kɒntrækt/ a contract between the main contractor for a whole project and another firm who will do part of the work ○ *They have been awarded the subcontract for all the electrical work in the new building.* ○ *We will put the electrical work out to subcontract.* ■ *verb* /sʌb'kɒn-'trækt/ (of a main contractor) to agree with a company that they will do part of the work for a project ○ *The electrical work has been subcontracted to Smith Ltd.*

subcontractor /'sʌb'kɒn, trækt/ *noun* a company which has a contract to do work for a main contractor

subject to /'sʌbdʒɪkt tu:/ *adjective* **1.** depending on □ **the contract is subject to government approval** the contract will be valid only if it is approved by the government □ **offer subject to availability** the offer is valid only if the goods are available **2.** □ **these articles are subject to import tax** import tax has to be paid on these articles

sublease *noun* /'sʌbli:s/ a lease from a tenant to another tenant ○ *They signed a sublease for the property.* ■ *verb* /sʌb'li:s/ to lease a leased property from another tenant ○ *They subleased a small office in the centre of town.*

sublessee /sʌb'le:sɪ/ *noun* a person or company that takes a property on a sublease

sublessor /səble'sɔɪ/ *noun* a tenant who leases a leased property to another tenant

sublet /səb'let/ *verb* to let a leased property to another tenant ○ *We have sublet part of our office to a financial consultancy.* (NOTE: **subletting** – **sublet**)

subordinated loan /sə,bə:ɔɪnə'tɪd 'ləʊn/ *noun* a loan which ranks after all other borrowings as regards payment of interest or repayment of capital

subscribe /səb'skraɪb/ *verb* □ to **subscribe for shares**, **to subscribe to a share issue** to apply for shares in a new company

subscriber /səb'skraɪbəl/ *noun* □ **subscriber to a share issue** a person who has applied for shares in a new company

subscription /səb'skrɪpʃən/ *noun* **1.** money paid in advance for a series of issues of a magazine, for membership of a society or for access to information on a website ○ *Did you remember to pay the subscription to the computer magazine?* ○ *She forgot to renew her club subscription.* **2.** □ **subscription to a new share issue** application to buy shares in a new company

subscription list /səb'skrɪpʃən list/ *noun* a list of subscribers to a new share issue

subscription price /səb'skrɪpʃən praɪs/ *noun* a price at which new shares in an existing company are offered for sale

subsidiary /səb'sɪdiəri/ *adjective* which is less important ○ *They agreed to most of the conditions in the contract but queried one or two subsidiary items.* ■ *noun* same as **subsidiary company** ○ *Most of the group profit was contributed by the subsidiaries in the Far East.*

subsidiary company /səb'sɪdiəri 'kʌmp(ə)ni/ *noun* a company which is more than 50% owned by a holding company, and where the holding company controls the board of directors

subsidise /'sʌbsɪdaɪz/, **subsidize** *verb* to help by giving money ○ *The government has refused to subsidise the car industry.*

subsidised accommodation /,sʌbsɪdaɪzd ə,kɒmə'detʃ(ə)n/ *noun*

cheap accommodation which is partly paid for by an employer or a local authority

subsidy /'sʌbsɪdi/ *noun* **1.** money given to help something which is not profitable ○ *The industry exists on government subsidies.* ○ *The government has increased its subsidy to the car industry.* **2.** money given by a government to make something cheaper ○ *the subsidy on rail transport* (NOTE: The plural is **subsidies**.)

substantial /səb'stænʃəl/ *adjective* large or important

subtenancy /səb'tenənsi/ *noun* an agreement to sublet a property

subtenant /səb'tenənt/ *noun* a person or company to which a property has been sublet

subtotal /'sʌb,təʊt(ə)l/ *noun* the total of one section of a complete set of figures ○ *He added all the subtotals to make a grand total.*

subtract /səb'trækt/ *verb* to take away something from a total ○ *The credit note should be subtracted from the figure for total sales.* ○ *If the profits from the Far Eastern operations are subtracted, you will see that the group has not been profitable in the European market.*

sub-underwriter /,sʌb 'ʌndəraɪtə/ *noun* a company which underwrites an issue, taking shares from the main underwriters

subvention /səb'venʃən/ *noun* same as **subsidy**

succeed /sək'sɪd/ *verb* **1.** to do well, to be profitable ○ *The company has succeeded best in the overseas markets.* ○ *His business has succeeded more than he had expected.* **2.** to do what was planned ○ *She succeeded in passing her computing test.* ○ *They succeeded in putting their rivals out of business.*

success /sək'ses/ *noun* **1.** an act of doing something well ○ *The launch of the new model was a great success.* ○ *The company has had great success in the Japanese market.* **2.** an act of doing what was intended ○ *We had no success in trying to sell the lease.* ○ *He has been looking for a job for six months, but with no success.*

suitor /'su:tə/ *noun* a person or company that wants to buy another

sum¹ /sʌm/ *noun* **1.** a quantity of money ○ *A sum of money was stolen from the human resources office.* ○ *He lost large sums on the Stock Exchange.* ○ *She received the sum of £5000 in compensation.* □ **the sum insured** the largest amount which an insurer will pay under the terms of an insurance **2.** the total of a series of figures added together ○ *The sum of the various subtotals is £18,752.*

sum² /sʌm/ *noun* a unit of currency used in Uzbekistan

sums chargeable to the reserve /sʌmz ,tʃɑ:dʒəb(ə)l tə ðə rɪ'zɜ:v/ *plural noun* sums which can be debited to a company's reserves

Sunday closing /,sʌndɪ 'kləʊzɪŋ/ *noun* the practice of not opening a shop on Sundays

sundries /'sʌndrɪz/ *plural noun* various small additional items, often of little value, that are not included under any of the main headings in accounts

sundry /'sʌndrɪ/ *adjective* various

sunrise industries /'sʌnraɪz ,ɪndəstrɪz/ *plural noun* companies in the fields of electronics and other high-tech areas

sunset industries /'sʌnset ,ɪndəstrɪz/ *plural noun* old-style industries which are being replaced by new technology

superannuation /,su:pərənju-'eɪʃ(ə)n/ *noun* a pension paid to someone who is too old or ill to work any more

supplementary benefit /,sʌplɪ-'ment(ə)rɪ 'benɪfɪt/ *noun* formerly, payments from the government to people with very low incomes. It was replaced by Income Support.

supplier /sə'plaɪə/ *noun* a person or company that supplies or sells goods or services ○ *We use the same office equipment supplier for all our stationery purchases.* ○ *They are major suppliers of spare parts to the car industry.* Also called **producer**

supply /sə'plaɪ/ *noun* the act of providing something which is needed

supply and demand /sə'plaɪ ən dɪ-'maɪnd/ *noun* the amount of a product

which is available and the amount which is wanted by customers

Supply Bill /sə'plaɪ bɪl/ *noun* a bill for providing money for government requirements

supply estimates /sə'plaɪ ,estɪməts/ *plural noun* British government expenditure which is voted by Parliament

supply price /sə'plaɪ praɪs/ *noun* the price at which something is provided

supply shock /sə'plaɪ ʃɒk/ *noun* a sudden rise in productivity which gives higher output and profits without inflation

supply-side economics /sə'plaɪ saɪd i:ka,nəmɪks/ *plural noun* an economic theory that governments should encourage producers and suppliers of goods by cutting taxes, rather than encourage demand by making more money available in the economy (NOTE: takes a singular verb)

support /sə'pɔ:t/ *noun* **1.** actions or money intended to help someone or something ○ *The government has provided support to the car industry.* ○ *We have no financial support from the banks.* **2.** agreement or encouragement ○ *The chairman has the support of the committee.* ■ **verb** **1.** to give money to help someone or something ○ *The government is supporting the car industry to the tune of \$2m per annum.* ○ *We hope the banks will support us during the expansion period.* □ **to support a share price** to buy shares in order to help the price remain at the current level or even rise **2.** to encourage someone, or to agree with someone ○ *She hopes the other members of the committee will support her.* ○ *The market will not support another price increase.*

support level /sə'pɔ:t ,lev(ə)l/ *noun* a level below which a share, a commodity or the stock market will not fall, because of general support from investors

support manager /sə'pɔ:t ,mænɪdʒə/ *noun* a manager of the back office of a securities firm

support point /sə'pɔ:t pɔɪnt/ *noun* same as **support level**

support price /sə'pɔ:t praɪs/ *noun* a price (in the EU) at which a government will buy agricultural produce to stop the price falling

surcharge /'sɜ:tʃɑ:dʒ/ *noun* an extra charge

surety /'ʃʊərəti/ *noun* **1.** a person who guarantees that someone will do something ○ *to stand surety for someone* **2.** deeds, share certificates, etc., deposited as security for a loan

surplus /'sɜ:pləs/ *noun* **1.** more of something than is needed **2.** an amount of money remaining after all liabilities have been met □ **to absorb a surplus** to take a surplus into a larger amount ■ **adjective** more than is needed ○ *Profit figures are lower than planned because of surplus labour.* ○ *Some of the machines may have to be sold off as there is surplus production capacity.* ○ *We are proposing to put our surplus staff on short time.*

'Both imports and exports reached record levels in the latest year. This generated a \$371 million trade surplus in June, the seventh consecutive monthly surplus and close to market expectations'

[*Dominion (Wellington, New Zealand)*]

surrender /sə'rendə/ *noun* the act of giving up of an insurance policy before the contracted date for maturity ■ **verb** □ **to surrender a policy** to give up an insurance policy before the date on which it matures

surrender charge /sə'rendə tʃɑ:dʒ/, **surrender fee** /sə'rendə fi:/ *noun* a charge levied when someone withdraws money invested before the date allowed (this is to deter early withdrawals)

surrender value /sə'rendə ,vælju:/ *noun* the money which an insurer will pay if an insurance policy is given up

surtax /'sɜ:tæks/ *noun* an extra tax on high income

surveillance /sə'veiləns/ *noun* a careful watch over people or buildings

surveillance camera /sə'veiləns ,kæm(ə)rə/ *noun* a camera which takes photographs of people in a bank

sushi bond /'su:ʃi bɒnd/ *noun* a bond issued in a foreign currency by a Japanese corporation. ♦ **samurai bond**, **shogun bond**

suspend /sə'spend/ *verb* to stop doing something for a time ○ *We have suspended payments while we are waiting for news from our agent.* ○ *Sailings have been suspended until the weather*

gets better. ○ *Work on the construction project has been suspended.* ○ *The management decided to suspend negotiations.*

suspense account /sə'spens ə-,kaunt/ *noun* an account into which payments are put temporarily when the accountant cannot be sure where they should be entered

suspension /sə'spenʃən/ *noun* an act of stopping something for a time ○ *There has been a temporary suspension of payments.* ○ *We are trying to avoid a suspension of deliveries during the strike.*

swap /swɒp/ *noun* an exchange of one thing for another ■ **verb** to exchange one thing for another ○ *He swapped his old car for a new motorcycle.*

swap arrangement /'swɒp ə-,reɪndʒmənt/ *noun* an arrangement between central banks to allow each other credit in their respective currencies so as to make currency transactions easier

swaption /'swɒpʃən/ *noun* an option to arrange an interest rate swap at some time in the future

sweetener /'swi:t(ə)nə/ *noun* an incentive offered to help persuade somebody to take a particular course of action, a bribe (*informal*)

SWIFT *abbreviation* Society for Worldwide Interbank Financial Telecommunications

Swiss franc /swɪs 'fræŋk/ *noun* a unit of currency used in Switzerland and Liechtenstein (normally considered a very stable currency)

switch /swɪtʃ/ *verb* to change, especially to change investment money from one type of investment to another

Switch card /'swɪtʃ kɑ:d/ *noun* a card linked to the UK Switch network but, unlike a credit card, when you pay for goods and services with a Switch card, the money leaves your account immediately

syndicate *noun* /'sɪndɪkət/ a group of people or companies working together to make money ○ *a German finance syndicate* ■ **verb** /'sɪndɪkeɪt/ to arrange for a large loan to be underwritten by several international banks

'...over the past few weeks, companies raising new loans from international banks have been forced to pay more, and an unusually high

number of attempts to syndicate loans among banks has failed' [*Financial Times*]

synergy /'sɪnədʒi/ *noun* the process of producing greater effects by joining forces than by acting separately ○ *There is considerable synergy between the two companies.*

system /'sɪstəm/ *noun* an arrangement or organisation of things which work together ○ *Our accounting system has worked well in spite of the large increase in orders.* ○ *What system is being used for filing data on personnel?*

□ **to operate a quota system** to regulate supplies by fixing quantities which are allowed ○ *We arrange our distribution using a quota system – each agent is allowed only a specific number of units.*

systems analysis /'sɪstəmz əˌnæləsis/ *noun* the process of using a computer to suggest how a company can work more efficiently by analysing the way in which it works at present

systems analyst /'sɪstəmz ˌænəlɪst/ *noun* a person who specialises in systems analysis

T

tab /tæb/ *noun* same as **tabulator** (informal)

table /'teɪb(ə)l/ *noun* **1.** a diagram or chart **2.** a list of figures or facts set out in columns ■ *verb* to put items of information on the table before a meeting ○ *The report of the finance committee was tabled.*

Table A /,teɪb(ə)l 'eɪ/ *noun* the model articles of association of a limited company set out in the Companies Act, 1985

Table B /,teɪb(ə)l 'bi:/ *noun* the model memorandum of association of a limited company set out in the Companies Act, 1985

Table C /,teɪb(ə)l 'si:/ *noun* the model memorandum and articles of association set out in the Companies Act, 1985 for a company limited by guarantee, having no share capital

Table D /,teɪb(ə)l 'di:/ *noun* the model memorandum and articles of association of a public company with share capital limited by guarantee, set out in the Companies Act, 1985

Table E /,teɪb(ə)l 'i:/ *noun* the model memorandum and articles of association of an unlimited company with share capital, set out in the Companies Act, 1985

table of contents /,teɪb(ə)l əv 'kɒntents/ *noun* a list of contents in a book

tabular /'tæbjʊlə/ *adjective* □ **in tabular form** arranged in a table

tabulate /'tæbjuleɪt/ *verb* to set something out in a table

tabulation /,tæbjʊ'leɪʃ(ə)n/ *noun* the arrangement of figures in a table

tabulator /'tæbjuleɪtə/ *noun* a part of a typewriter or computer which sets words or figures automatically in columns

tael /taɪl/ *noun* a measurement of the weight of gold, used in the Far East (= 1.20oz/38g)

tail *noun* *US* **1.** a spread between the bid price and the lowest acceptable price on US Treasury bills **2.** the figures which come after the decimal point (in the quoted price of a bond)

taka /'tɑ:kə/ *noun* a unit of currency used in Bangladesh

take /teɪk/ *noun* **1.** the money received in a shop ○ *Our weekly take is over £5,000.* **2.** a profit from any sale ■ *verb* **1.** to receive or to get □ **the shop takes £2,000 a week** the shop receives £2,000 a week in cash sales □ **she takes home £250 a week** her salary, after deductions for tax etc. is £250 a week **2.** to do a certain action □ **to take action** to do something ○ *You must take immediate action if you want to stop thefts.* □ **to take a call** to answer the telephone □ **to take the chair** to be chairman of a meeting ○ *In the absence of the chairman his deputy took the chair.* □ **to take stock** to count the items in a warehouse □ **to take stock of a situation** to examine the state of things before deciding what to do **3.** to need a time or a quantity ○ *It took the factory six weeks* or *The factory took six weeks to clear the backlog of orders.* ○ *It will take her all morning to do my letters.* ○ *It took six men and a crane to get the computer into the building.* (NOTE: **taking – took – has taken**)

take away /,teɪk ə'weɪ/ *verb* to remove one figure from a total ○ *If you take away the home sales, the total turnover is down.*

take down /,teɪk 'daʊn/ *verb* *US* to receive a share allotment

take-home pay /'teɪk haʊm ,peɪ/ *noun* pay received, after tax, etc., has been deducted ○ *After all the deduc-*

tions, his take-home pay is only £300 a week.

take off /ˈteɪk ˈɒf/ *verb* **1.** to remove or to deduct something ○ *He took £25 off the price.* **2.** to start to rise fast ○ *Sales took off after the TV commercials.*

take out /ˈteɪk ˈaʊt/ *verb* **1.** to remove something ○ *She's taken all the money out of her account.* **2.** □ **to take out a patent for an invention** to apply for and receive a patent □ **to take out insurance against theft** to pay a premium to an insurance company, so that if a theft takes place the company will pay compensation

'...capital gains are not taxed, but money taken out in profits and dividends is taxed'
[*Toronto Star*]

take-out /ˈteɪk aʊt/ *noun* the act of removing capital which you had originally invested in a new company by selling your shares

take over /ˈteɪk ˈəʊvə/ *verb* **1.** to start to do something in place of someone else ○ *Miss Black took over from Mr Jones on May 1st.* ○ *The buyer takes over the company's liabilities.* **2.** □ **to take over a company** to buy a business by offering to buy most of its shares ○ *The company was taken over by a large multinational.*

takeover /ˈteɪkəʊvə/ *noun* **1.** an act of buying a controlling interest in a business by buying more than 50% of its shares. Compare **acquisition** **2.** the act of starting to do something in place of someone else □ **the take-over period is always difficult** there are always problems during the period when one person is taking over work from another

'...many takeovers result in the new managers/owners rationalizing the capital of the company through better asset management'
[*Duns Business Month*]

takeover bid /ˈteɪkəʊvə bɪd/ *noun* an offer to buy all or a majority of the shares in a company so as to control it ○ *They made a takeover bid for the company.* ○ *He had to withdraw his takeover bid when he failed to find any backers.* ○ *Share prices rose sharply on the disclosure of the takeover bid.* □ **to make a takeover bid for a company** to offer to buy most of the shares in a company □ **to withdraw a takeover bid** to say that you no longer offer to buy the shares in a company □ **the company re-**

jected the takeover bid the directors recommended that the shareholders should not accept the offer ○ *Share prices rose sharply on the disclosure of the takeover bid.*

takeover target /ˈteɪkəʊvə ˌtɑːɡɪt/ *noun* a company which is the object of a takeover bid

takeover timetable /ˈteɪkəʊvə ˌtaɪmteɪb(ə)l/ *noun* a timetable of the various events during a takeover bid

COMMENT: The timetable for a takeover bid is regulated by the London Stock Exchange: the formal documents are sent out by the bidding company some days after it has announced that it is making the bid. From the date of sending out the formal documents, the Stock Exchange allows the company 60 days in which to try and persuade as many shareholders as possible to accept the offer. If less than 50% accept, then the bidder can extend the offer, or increase of the offer, or simply let the offer lapse. If another company now makes a rival offer, it too has 60 days to try to gain enough acceptances.

take-private /teɪk ˈpraɪvət/ *noun* **US** an arrangement by which a quoted company leaves the Stock Exchange and becomes a privately owned investment ○ *The law firm was figuring in six of the seven take-privates last year.* ♦ **public-to-private deal**

taker /ˈteɪkə/ *noun* a person who wants to buy something ○ *There were very few takers for the special offer.*

take up /ˈteɪk ˈʌp/ *verb* □ **to take up an option** to accept an option which has been offered and put into action

take up rate /ˈteɪk ʌp reɪt/ *noun* the percentage of acceptances for a rights issue

takings /ˈteɪkɪŋz/ *plural noun* the money received in a shop or a business ○ *The week's takings were stolen from the cash desk.*

tala /ˈtɑːlə/ *noun* a unit of currency used in Samoa

tally /ˈtæli/ *noun* a note of things counted or recorded ○ *to keep a tally of stock movements or of expenses* ■ *verb* to agree, to be the same ○ *The invoices do not tally.* ○ *The accounts department tried to make the figures tally.*

tally clerk /ˈtæli klə:k/ *noun* a person whose job is to note quantities of cargo

tally sheet /'tæli ʃi:t/ *noun* a sheet on which quantities are noted

tangible assets /,tændʒɪb(ə)l 'æsets/, **tangible fixed assets** /,tændʒɪb(ə)l fɪkst 'æsets/, **tangible property** /,tændʒɪb(ə)l 'prɒpəti/ *plural noun* assets which have a value and actually exist (such as buildings, machines, vehicles and fittings)

tangible asset value /,tændʒɪb(ə)l 'æset 'vælju:/, **tangible net worth** /,tændʒɪb(ə)l net 'wɜ:θ/ *noun* the value of all the assets of a company less its intangible assets (goodwill, patents, etc.). It is shown as a value per share.

TAO *abbreviation* taxpayer assistance order

tap /tæp/ *noun* same as **tap stock** ■ *verb* to get finance by borrowing from investors, lenders, etc.

taper /'teɪpə/, **tapering relief** /,teɪpərɪŋ rɪ'li:f/ *noun* a new system of reducing capital gains tax payable when shares are sold, according to the length of time the shares have been held

tap stock /'tæp stɒk/ *noun* a government stock issued direct to the Bank of England for sale to investors

COMMENT: Government stocks are normally issued in tranches for sale by tender, but small amounts are kept as 'tap stock' for direct sale to investors; the term is applied to any government stocks sold in this way.

target /'tɑ:ɡɪt/ *noun* something to aim for ○ *performance targets* □ **to be on target** to be heading towards the target that has been set □ **to set targets** to fix amounts or quantities which employees have to produce or reach □ **to meet a target** to produce the quantity of goods or sales which are expected □ **to miss a target** not to produce the amount of goods or sales which are expected ○ *They missed the target figure of £2m turnover.* ■ *verb* to aim something at someone, or to take someone or something as a target ○ *a campaign that targets the over-50s*

'...he believes that increased competition could keep inflation below the 2.5 per cent target' [*Investors Chronicle*]

'...the minister is persuading the oil, gas, electricity and coal industries to target their advertising towards energy efficiency' [*Times*]

Target /'tɑ:ɡɪt/, **TARGET** *noun* a system set up by the European Central

Bank to deal with cross-border payments between member states of the EU. Full form **trans-european automated real-time gross settlement express transfer**

target company /,tɑ:ɡɪt 'kʌmp(ə)ni/ *noun* same as **takeover target**

'...in a normal leveraged buyout the acquirer raises money by borrowing against the assets of the target company' [*Fortune*]

target market /'tɑ:ɡɪt ,mɑ:kit/ *noun* the market in which a company is planning to sell its goods

target price /'tɑ:ɡɪt praɪs/ *noun* a wholesale price within the EU for certain products, such as wheat, which market management is intended to achieve; it is linked to the intervention price

COMMENT: Target prices are set in terms of fixed agricultural units of account, which are converted into different national currencies using adjusted exchange rates known as 'green rates' (in the UK, the 'green pound'). A system of levies on non-EU agricultural imports is used to protect target prices when they are set above the general level of world prices. In addition, the EU has established an internal price support system based on a set of intervention prices set slightly below the target price. If the level of supply is in excess of what is needed to clear the market at the target price, the excess supply is bought by the Community at the intervention price, thereby preventing overproduction from depressing the common price level as would normally happen in a free market.

tariff /'tærɪf/ *noun* a rate of charging for something such as electricity, hotel rooms or train tickets

tariff barrier /'tærɪf ,bæriə/ *noun* the customs duty intended to make imports more difficult ○ *to impose tariff barriers on or to lift tariff barriers from a product*

task /tɑ:sk/ *verb* to give someone a task to do

tax /tæks/ *noun* an amount of money charged by government as part of a person's income or on goods bought □ **basic tax** income tax paid at the normal rate □ **to lift a tax** to remove a tax ○ *The tax on fuel charges has been lifted.* ○ *The tax on company profits has been*

lifted. □ **tax deducted at source** tax which is removed from a salary or interest before the money is paid out ■ **verb** to make someone pay a tax, to impose a tax on something ○ *Businesses are taxed at 40%.* ○ *Income is taxed at 35%.* ○ *Luxury items are heavily taxed.* ○ *The government is proposing to tax businesses at 50%.*

tax abatement /'tæks əbeɪtmənt/ *noun* a reduction of tax

taxable /'tæksəb(ə)/ *adjective* which can be taxed

taxable income /'tæksəb(ə)l 'ɪnkʌm/ *noun* income on which a person has to pay tax

taxable items /'tæksəb(ə)l aɪtəmz/ *plural noun* items on which a tax has to be paid

taxable supply /'tæksəb(ə)l sə'plʌɪ/ *noun* a supply of goods which are subject to VAT

tax adjustments /'tæks ədʒʌstmənts/ *plural noun* changes made to tax

tax adviser /'tæks ədvaɪzə/, **tax consultant** /'tæks kən'sʌltənt/ *noun* a person who gives advice on tax problems

tax allowance /'tæks əlaʊəns/ *noun* a part of the income which a person is allowed to earn and not pay tax on

tax assessment /'tæks əsesmənt/ *noun* a calculation by a tax inspector of the amount of tax a person owes

taxation /tæk'seɪʃ(ə)n/ *noun* the act of taxing

tax avoidance /'tæks əvɔɪd(ə)ns/ *noun* the practice of legally trying to pay as little tax as possible

tax bill /'tæks bɪl/ *noun* an amount of tax (to be) paid

tax bracket /'tæks 'brækt/ *noun* a section of people paying a particular level of income tax

tax break /'tæks breɪk/ *noun* an allowance which can be set off against tax

tax code /'tæks kəʊd/ *noun* a number given to indicate the amount of tax allowance a person has

tax concession /'tæks kən'seɪʃ(ə)n/ *noun* an act of allowing less tax to be paid

tax court /'tæks kɔ:t/ *noun* *US* a court which deals with disputes between taxpayers and the Internal Revenue Service

tax credit /'tæks 'kredɪt/ *noun* **1.** a sum of money which can be offset against tax **2.** the part of a dividend on which the company has already paid tax, so that the shareholder is not taxed on it

tax-deductible /'tæks drɪ'dʌktɪb(ə)/ *adjective* which can be deducted from an income before tax is calculated □ **these expenses are not tax-deductible** tax has to be paid on these expenses

tax deductions /'tæks dɪ'dʌkʃənz/ *plural noun* *US* **1.** money removed from a salary to pay tax **2.** business expenses which can be claimed against tax

tax-deferred /'tæks drɪ'fɜ:d/ *adjective* *US* where the payment of federal income tax is put back to a later date

tax-deferred retirement plan /'tæks dɪ'fɜ:d rɪ'taɪəmənt plæn/, **tax-deferred savings plan** /'tæks dɪ'fɜ:d 'seɪvɪŋz plæn/ *noun* *US* a savings plan into which a person can regularly put a certain proportion of income, with tax only being payable on retirement

tax deposit certificate /'tæks dɪ'pɒzɪt sə'tɪfɪkət/ *noun* a certificate showing that a taxpayer has deposited money in advance of a tax payment (the money earns interest while on deposit)

tax-efficient /'tæks ɪ'fɪʃ(ə)nt/ *adjective* referring to an investment which helps avoid tax

tax evasion /'tæks ɪ'veɪʒ(ə)n/ *noun* the practice of illegally trying not to pay tax

tax-exempt /'tæks ɪg'zempt/ *adjective* **1.** referring to a person or organisation not required to pay tax **2.** which are not subject to tax

tax exemption /'tæks ɪg'zempʃən/ *noun* *US* **1.** the fact of being free from payment of tax **2.** the part of income which a person is allowed to earn and not pay tax on

tax-exempt special savings account /'tæks ɪg'zempt 'speʃ(ə)l 'seɪvɪŋz ə'kaʊnt/ *noun* formerly, an account into which money can be placed to earn interest free of tax, provided it is left untouched for five years. Abbreviation **TESSA**

tax-favoured investment /ˈtæks ˌfeɪvəd ɪnˈvestmənt/ *noun* an investment which offers tax-reducing incentives

tax-filing program /ˈtæks ˌfaɪlɪŋ ˌprəʊɡrəm/ *noun* computer software to help draw up your income tax return

tax form /ˈtæks fɔːm/ *noun* a blank form to be filled in with details of income and allowances and sent to the tax office each year

tax-free /tæks ˈfriː/ *adjective* with no tax having to be paid ○ *tax-free goods*

tax haven /ˈtæks ˌheɪv(ə)n/ *noun* a country or area where taxes are low, encouraging companies to set up their main offices there

tax holiday /ˈtæks ˌhɒlɪdeɪ/ *noun* a period when a new business is exempted from paying tax

tax inspector /ˈtæks ɪnˌspektə/ *noun* an official of the Inland Revenue who examines tax returns and decides how much tax someone should pay

tax loophole /ˈtæks ˌluːphəʊl/ *noun* a legal means of not paying tax

taxpayer /ˈtækspeɪə/ *noun* a person or company that has to pay tax ○ *basic taxpayer* or *taxpayer at the basic rate* ○ *Corporate taxpayers are being targeted by the government.*

taxpayer advocate /ˈtækspeɪə ˈædvəkət/ *noun* a government official whose duty is to adjudicate in cases where ordinary taxpayers complain of treatment by the tax authorities

Taxpayer Assistance Order /ˈtækspeɪə əˈsɪst(ə)ns ɔːdə/ *noun* a court order allowing a company to recover debts from a taxpayer's salary before tax is paid ○ *basic taxpayer* or *taxpayer at the basic rate* Abbreviation **TAO**

tax planning /ˈtæks ˌplænɪŋ/ *noun* planning how to avoid paying too much tax, by investing in, e.g., tax-exempt savings schemes or offshore trusts

tax relief /ˈtæks ˌrɪˌliːf/ *noun* an allowance to pay less tax on certain parts of someone's income

tax schedules /ˈtæks ˌʃedʒuːlz/ *plural noun* a six types of income as classified for tax

tax shelter /ˈtæks ˌʃeltə/ *noun* a financial arrangement (such as a pension

scheme) where investments can be made without tax

tax threshold /ˈtæks ˌθreʃhəʊld/ *noun* a point at which another percentage of tax is payable ○ *The government has raised the minimum tax threshold from £4,000 to £4,500.*

tax year /ˈtæks ˌjɪə/ *noun* a twelve month period on which taxes are calculated (in the UK, 6th April to 5th April of the following year)

T-bill /ˈtiː bɪl/ *US* same as **Treasury bill** (*informal*)

teaser /ˈtiːzə/, **teaser ad** /ˈtiːzə əd/ *noun* an advertisement that gives a little information about a product in order to attract customers by making them curious to know more

teaser rate /ˈtiːzə reɪt/ *noun* a specially good interest rate on a new product, used to encourage savers to switch funds to that product. It is replaced by a normal rate when enough subscribers have invested in it.

technical /ˈteknɪk(ə)l/ *adjective* 1. referring to a particular machine or process ○ *The document gives all the technical details on the new computer.* 2. referring to influences inside a market (e.g. volumes traded and forecasts based on market analysis), as opposed to external factors, such as oil-price rises, wars, etc.

‘...market analysts described the falls in the second half of last week as a technical correction’ [*Australian Financial Review*]

‘...at the end of the day, it was clear the Fed had not loosened the monetary reins, and Fed Funds forged ahead on the back of technical demand’ [*Financial Times*]

technical analysis /ˈteknɪk(ə)l əˈnæləsɪs/ *noun* a study of the price movements and volumes traded on a stock exchange

technical correction /ˈteknɪk(ə)l kəˈrekʃ(ə)n/ *noun* **STOCK EXCHANGE** a situation where a share price or a currency moves up or down because it was previously too low or too high

technical decline /ˈteknɪk(ə)l dɪˈklaɪn/ *noun* a fall in share prices because of technical analysis

technology stocks /tekˈnɒlədʒi stɒks/, **tech stocks** /ˈtek stɒks/ *plural noun* shares in companies specialising in electronics, communications, etc.

telebanking /'teli,bæŋkiŋ/ *noun*
same as **telephone banking**

telegraphic transfer /,telɪgræfɪk
'trɑːnsfə/ *noun* a transfer of money
from one account to another by
telegaph

telephone banking /,telɪfəʊn
'bæŋkiŋ/ *noun* a service by which a
bank customer can carry out transac-
tions over the phone using a password.
It may involve direct contact with a
bank representative or may be auto-
mated using the phone dial.

telephone order /'telɪfəʊn ɔːdə/
noun an order received by telephone ○
*Since we mailed the catalogue we have
received a large number of telephone
orders.*

teller /'telə/ *noun* a person who takes
cash from or pays cash to customers at a
bank

tem /tem/ ◊ **pro tem**

tenancy /'tenənsi/ *noun* an agreement
by which a tenant can occupy a property

tenant /'tenənt/ *noun* a person or
company which rents a house, flat or of-
fice to live or work in ○ *The tenant is li-
able for repairs.*

tender /'tendə/ *noun* an offer to do
something for a specific price ○ *a suc-
cessful tender* ○ *an unsuccessful tender*
◻ **to put a project out to tender, to ask
for or invite tenders for a project** to
ask contractors to give written estimates
for a job ◻ **to put in or submit a tender**
to make an estimate for a job ◻ **to sell
shares by tender** to ask people to offer
in writing a price for shares ■ **verb** ◻ **to
tender for a contract** to put forward an
estimate of cost for work to be carried
out under contract ○ *to tender for the
construction of a hospital*

tenderer /'tendərə/ *noun* a person or
company that tenders for work ○ *The
company was the successful tenderer for
the project.*

tendering /'tendəriŋ/ *noun* the act of
putting forward an estimate of cost ○ *To
be successful, you must follow the ten-
dering procedure as laid out in the
documents.*

tender offer /'tendə ɔfə/ *noun* a
method of selling new securities or
bonds by asking investors to make of-

fers for them, and accepting the highest
offers

tenge /'teŋgeɪ/ *noun* a unit of cur-
rency used in Kazakhstan

tenor /'tenə/ *noun* a time before a fi-
nancial instrument matures or before a
bill is payable

term /tɜːm/ *noun* **1.** a period of time
when something is legally valid ○ *dur-
ing his term of office as chairman* ○ *the
term of a lease* ○ *We have renewed her
contract for a term of six months.* ○ *The
term of the loan is fifteen years.* **2.** part
of a legal or university year

term account /'tɜːm ə,kaʊnt/ *noun*
same as **term deposit**

term assurance /'tɜːm ə,ʃʊərəns/
noun a life assurance which covers a
person's life for a period of time (at the
end of the period, if the person is still
alive he receives nothing from the insur-
ance) ○ *He took out a ten-year term
insurance.*

term CD /'tɜːm siː,diː/ *noun* a certifi-
cate of deposit which matures in more
than twelve months

term deposit /'tɜːm dɪ,pɒzɪt/ *noun*
money invested for a fixed period at a
higher rate of interest

terminal bonus /,tɜːmɪn(ə)l
'bəʊnəs/ *noun* a bonus received when
an insurance comes to an end

termination clause /,tɜːmɪ-
'neɪʃ(ə)n kləʊz/ *noun* a clause which
explains how and when a contract can
be terminated

term insurance /'tɜːm ɪn,ʃʊərəns/
noun same as **term assurance**

term loan /'tɜːm ləʊn/ *noun* a loan
for a fixed period of time

terms /tɜːmz/ *plural noun* the condi-
tions or duties which have to be carried
out as part of a contract, or the arrange-
ments which have to be agreed before a
contract is valid ○ *to negotiate for better
terms* ○ *He refused to agree to some of
the terms of the contract.* ○ *By or Under
the terms of the contract, the company is
responsible for all damage to the
property.*

'...companies have been improving
communications, often as part of deals to cut
down demarcation and to give everybody the
same terms of employment' [*Economist*]

'...the Federal Reserve Board has eased interest
rates in the past year, but they are still at

historically high levels in real terms'
[*Sunday Times*]

term shares /'tɜ:m ʃeəz/ *plural noun* a type of building society deposit for a fixed period of time at a higher rate of interest

terms of payment /,tɜ:mz əv 'peɪmənt/ *plural noun* the conditions for paying something

terms of reference /,tɜ:mz əv 'ref(ə)rəns/ *plural noun* areas which a committee or an inspector can deal with ○ *Under the terms of reference of the committee, it cannot investigate complaints from the public.* ○ *The committee's terms of reference do not cover exports.*

terms of sale /,tɜ:mz əv 'seɪl/ *plural noun* the conditions attached to a sale

terms of trade /,tɜ:mz əv 'treɪd/ *plural noun* the ratio of a country's import prices to export prices

tertiary industry /,tɜ:ʃəri 'ɪndəstri/ *noun* an industry which does not produce raw materials or manufacture products but offers a service such as banking, retailing or accountancy

TESSA *abbreviation* tax-exempt special savings account

test run /'test rʌn/ *noun* a trial made on a machine

thin market /θɪn 'mɑ:kɪt/ *noun* a market where there are not many shares available for sale, so the price is distorted (NOTE: The opposite is a **liquid market**.)

thin trading /θɪn 'treɪdɪŋ/ *noun* a day's trading where not many shares are offered for sale, so few bargains are made (NOTE: The opposite is a **liquid market**.)

third /θɜ:d/ *noun* one part of something which is divided into three □ **to sell everything at one third off** to sell everything at a discount of 33% □ **the company has two thirds of the total market** the company has 66% of the total market

Third Market /θɜ:d 'mɑ:kɪt/ *noun* same as **over-the-counter market**

third party /,θɜ:d 'pɑ:ti/ *noun* a person other than the two main parties involved in a contract (i.e. in an insurance contract, anyone who is not the insurance company nor the person who is in-

sured) □ **the case is in the hands of a third party** the case is being dealt with by someone who is not one of the main interested parties

third party insurance /,θɜ:d pɑ:ti ɪn'ʃʊərəns/ *noun* insurance to cover damage to any person who is not one of the people named in the insurance contract (that is, not the insured person nor the insurance company)

third quarter /θɜ:d 'kwɔ:tə/ *noun* a period of three months from July to September

Third World /,θɜ:d 'wɜ:ld/ *noun* the countries of Africa, Asia and South America which do not all have highly developed industries (*dated*) ○ *We sell tractors into the Third World or to Third World countries.* ○ *Third World loans are causing problems to banks in the main developed countries.*

Threadneedle Street /'θredni:d(ə)l stri:t/ *noun* a street in the City of London where the Bank of England is situated. ◇ **Old Lady of Threadneedle Street**

3i *abbreviation* Investors in Industry

three quarters /θri: 'kwɔ:təz/ *noun* 75% ○ *Three quarters of the staff are less than thirty years old.*

threshold /'θrefhəʊld/ *noun* the point at which something changes

threshold agreement /'θrefhəʊld ə'gri:mənt/ *noun* a contract which says that if the cost of living goes up by more than a certain amount, pay will go up to match it

threshold price /'θrefhəʊld praɪs/ *noun* in the EU, the lowest price at which farm produce imported into the EU can be sold

thrift /θrɪft/ *noun* 1. a careful attitude towards money, shown by saving it spending wisely 2. *US* a private local bank, savings and loan association or credit union, which accepts and pays interest on deposits from small investors

'...the thrift, which had grown from \$4.7 million in assets in 1980 to 1.5 billion this year, has ended in liquidation' [*Barrons*]

'...some thrifts came to grief on speculative property deals, some in the high-risk junk bond market, others simply by lending too much to too many people' [*Times*]

thrifty /'θrɪfti/ *adjective* careful not to spend too much money

tick /tɪk/ *noun* **1.** credit (*informal*) ○ *All the furniture in the house is bought on tick.* **2.** a mark on paper to show that something is correct or that something is approved ○ *Put a tick in the box marked 'R'.* **3.** one step (up or down) in the price of a government bond or of financial futures ■ *verb* to mark with a sign to show that something is correct ○ *Tick the box marked 'R' if you require a receipt.* (NOTE: The US term is **check** in this meaning.)

ticker /'tɪkə/ *noun* *US* a machine (operated by telegraph) which prints details of share prices and transactions rapidly (formerly printed on paper tape called 'ticker tape', but is now shown online on computer terminals)

ticker symbol /'tɪkə sɪmb(ə)/ *noun* *US* a letter used to identify a stock on the ticker tape system

COMMENT: All securities listed on the US stock exchanges are identified by letter symbols on ticker tape. So shares in Hilton are referred to as HLT, Texaco as TX, Xerox as XRX, etc.

tie /taɪ/ *verb* to attach or to link something to something ○ *The interest rate is tied to the RPI.*

tied loan /taɪd 'ləʊn/ *noun* a loan which involves a guarantee by the borrower to buy supplies from the lender

tie in /,taɪ 'ɪn/ *verb* to link an insurance policy to a mortgage

tier /tɪə/ *noun* a level

COMMENT: The British stock market is said to have two tiers: the first is the London Stock Exchange, with its listed securities. The second tier (which is linked to the first) is the Alternative Investment Market (AIM) which has less strict criteria for admitting securities, and is often used as a first stage in obtaining a main Stock Exchange quotation.

Tier One /,tɪə 'wʌn/ *noun* a first level of core capital which banks have (covering basic equity capital and disclosed reserves) to conform to the guidelines of the Basle Agreement

Tier Two /,tɪə 'tu:/ *noun* a second level of capital which banks have (this applies to undisclosed debts, and provisions against bad debts) to conform with the guidelines of the Basle Agreement

tie up /,taɪ 'ʌp/ *verb* **1.** to attach or to fasten something tightly ○ *The parcel is*

tied up with string. ○ *The ship was tied up to the quay.* **2.** to invest money in one way, so that it cannot be used for other investments ○ *He has £100,000 tied up in long-dated gilts.* ○ *The company has £250,000 tied up in stock which no one wants to buy.*

'...a lot of speculative money is said to be tied up in sterling because of the interest-rate differential between US and British rates' [*Australian Financial Review*]

tie-up /'taɪ ʌp/ *noun* a link or connection ○ *The company has a tie-up with a German distributor.* (NOTE: The plural is **tie-ups**.)

tight /taɪt/ *adjective* which is controlled, which does not allow any movement ○ *The manager has a very tight schedule today – he cannot fit in any more appointments.* ○ *Expenses are kept under tight control.*

'...mortgage money is becoming tighter' [*Times*]

'...a tight monetary policy by the central bank has pushed up interest rates and drawn discretionary funds into bank deposits' [*Far Eastern Economic Review*]

'...the UK economy is at the uncomfortable stage in the cycle where the two years of tight money are having the desired effect on demand' [*Sunday Times*]

tighten /'taɪt(ə)n/ *verb* to make something tight, to control something ○ *The accounts department is tightening its control over departmental budgets.*

'...the decision by the government to tighten monetary policy will push the annual inflation rate above the previous high' [*Financial Times*]

tighten up on /,taɪt(ə)n 'ʌp ɒn/ *verb* to control something more strictly ○ *The government is tightening up on tax evasion.* ○ *We must tighten up on the reps' expenses.*

tight market /taɪt 'mɑ:kɪt/ *noun* a market where there is only a small spread between bid and offer prices

tight money /taɪt 'mʌni/ *noun* same as **dear money**

tight money policy /taɪt 'mʌni ,pɒlɪsi/ *noun* a government policy to restrict money supply

till /tɪl/ *noun* a drawer for keeping cash in a shop

till float /'tɪl fləʊt/ *noun* cash put into the cash box at the beginning of the day to allow business to start

till money /'tɪl ˌmʌni/ *noun* cash held by banks

time /taɪm/ *noun* **1.** a period during which something takes place, e.g. one hour, two days or fifty minutes **2.** the number of hours worked **3.** a period before something happens □ **to keep within the time limits or within the time schedule** to complete work by the time stated

time and a half /ˌtaɪm ənd ə ˈhaːf/ *noun* the normal rate of pay plus 50% extra

time and method study /ˌtaɪm ən ˈmeθəd ˌstʌdi/ *noun* a process of examining the way in which something is done to see if a cheaper or quicker way can be found

time and motion expert /ˌtaɪm ən ˈmʊʃ(ə)n ˌekspɜːt/ *noun* a person who analyses time and motion studies and suggests changes in the way work is done

time and motion study /ˌtaɪm ən ˈmʊʃ(ə)n ˌstʌdi/ *noun* a study in an office or factory of the time taken to do certain jobs and the movements employees have to make to do them

time bill /ˌtaɪm bɪl/ *noun* a bill of exchange which is payable at a specific time after acceptance

time deposit /ˌtaɪm dɪˌpɒzɪt/ *noun* a deposit of money for a fixed period, during which it cannot be withdrawn

time limit /ˌtaɪm ˌlɪmɪt/ *noun* the maximum time which can be taken to do something ○ *to set a time limit for acceptance of the offer* ○ *The work was finished within the time limit allowed.* ○ *The time limit on applications to the industrial tribunal is three months.*

time limitation /ˌtaɪm lɪmɪˈteɪʃ(ə)n/ *noun* the restriction of the amount of time available

time of peak demand /ˌtaɪm əv piːk dɪˈmɑːnd/ *noun* the time when something is being used most

time rate /ˌtaɪm reɪt/ *noun* a rate for work which is calculated as money per hour or per week, and not money for work completed

times /taɪmz/ *preposition* indicating the number of times something is multiplied by another □ **shares selling at 10**

times earnings shares selling at a P or E ratio of 10

timescale /ˌtaɪmskeɪl/ *noun* the time which will be taken to complete work ○ *Our timescale is that all work should be completed by the end of August.* ○ *He is working to a strict timescale.*

time share /ˌtaɪm ʃeə/ *noun* a system where several people each own part of a property (such as a holiday flat), each being able to use it for a certain period each year

time-sharing /ˌtaɪm ʃeərɪŋ/ *noun* **1.** same as **time share** **2.** an arrangement for sharing a computer system, with different users using different terminals

timetable /ˌtaɪmteɪb(ə)l/ *noun* a list of appointments or events ○ *The manager has a very full timetable, so I doubt if he will be able to see you today.* ♦

takeover timetable

tin /tɪn/ *noun* a valuable metal, formerly traded on commodity markets at an artificially high international price managed by the International Tin Council to protect tin producers from swings in the price

tip /tɪp/ *noun* **1.** money given to someone who has helped you ○ *The staff are not allowed to accept tips.* **2.** a piece of advice on buying or doing something which could be profitable ○ *The newspaper gave several stock market tips.* ○ *She gave me a tip about a share which was likely to rise because of a takeover bid.* ■ **verb** **1.** to give money to someone who has helped you ○ *He tipped the receptionist £5.* **2.** to say that something is likely to happen or that something might be profitable ○ *He is tipped to become the next chairman.* ○ *Two shares were tipped in the business section of the paper.* (NOTE: [all verb senses] **tip-ping – tipped**)

tip sheet /ˌtɪp ʃiːt/ *noun* a newspaper which gives information about shares which should be bought or sold

title /ˈtaɪt(ə)l/ *noun* a right to own a property ○ *She has no title to the property.* ○ *He has a good title to the property.*

title deeds /ˈtaɪt(ə)l dɪːdz/ *plural noun* a document showing who is the owner of a property

TOISA *noun* an ISA into which the capital from a matured TESSA can be put. Full form **TESSA-only ISA**

token /'təʊkən/ *noun* something which acts as a sign or symbol

token charge /'təʊkən tʃɑ:dʒ/ *noun* a small charge which does not cover the real costs ○ *A token charge is made for heating.*

token payment /'təʊkən ,peɪmənt/ *noun* a small payment to show that a payment is being made

token rent /'təʊkən rent/ *noun* a very low rent payment to show that some rent is being asked

tolar /'təʊlə:/ *noun* a unit of currency used in Slovenia

toll /təʊl/ *noun* a payment for using a service (usually a bridge or a road) ○ *We had to cross a toll bridge to get to the island.* ○ *You have to pay a toll to cross the bridge.*

toll call /'təʊl kɔ:l/ *noun* US a long-distance telephone call

toll free /,təʊl 'fri:/ *adverb, adjective* US without having to pay a charge for a long-distance telephone call ○ *to call someone toll free* ○ *a toll-free number*

COMMENT: Toll-free numbers usually start with the digits 800.

tombstone /'tu:mstəʊn/ *noun* an official announcement in a newspaper showing that a major loan or a bond issue has been subscribed, giving details of the banks which have underwritten it (*informal*)

top /tɒp/ *noun* the highest point or most important place ○ *She rose to the top of her profession.* ■ *adjective* highest or most important □ **to give something top priority** to make something the most important item, so that it is done very fast

'...the base lending rate, or prime rate, is the rate at which banks lend to their top corporate borrowers' [*Wall Street Journal*]

'...gross wool receipts for the selling season appear likely to top \$2 billion' [*Australian Financial Review*]

top-flight /,tɒp 'flaɪt/, **top-ranking** /,tɒp 'ræŋkɪŋ/ *adjective* in the most important position ○ *Top-flight managers can earn very high salaries.* ○ *He is the top-ranking official in the delegation.*

top-hat pension /,tɒp hæʔ 'penʃən/ *noun* a special extra pension for senior managers

top management /tɒp 'mænɪdʒmənt/ *noun* the main directors of a company

top official /tɒp ə'fɪʃ(ə)l/ *noun* a very important person in a government department

top-ranking /,tɒp 'ræŋkɪŋ/ *adjective* same as **top-flight**

top-slicing /'tɒp ,slɑɪsɪŋ/ *noun* the practice of selling part of a holding in a share which is equivalent to the original cost of the investment, leaving another part still held which represents the gain made

top up /,tɒp 'ʌp/ *verb* to add to something to make it more complete ○ *He topped up his pension contributions to make sure he received the maximum allowable pension when he retired.*

tort /tɔ:t/ *noun* harm done to a person or property which can be the basis of a civil lawsuit

total /'təʊt(ə)l/ *adjective* complete or with everything added together ○ *The total amount owed is now £1000.* ○ *The company has total assets of over £1bn.* ○ *The total cost was much more than expected.* ○ *Total expenditure on publicity is twice that of last year.* ○ *Our total income from exports rose last year.* □ **the cargo was written off as a total loss** the cargo was so badly damaged that the insurers said it had no value □ **total income** all income from all sources ■ *noun* an amount which is complete, with everything added up ○ *The total of the charges comes to more than £1,000.* ■ *verb* to add up to ○ *costs totalling more than £25,000* (NOTE: UK English is **totalling** – **totalled**, but the US spelling is **totaling** – **taoled**.)

Total Index /'təʊt(ə)l ,ɪndeks/ *noun* an index of share prices on the Oslo Stock Exchange

total invoice value /,təʊt(ə)l 'ɪnvɔɪs ,vælju:/ *noun* the total amount on an invoice, including transport, VAT, etc.

total return /,təʊt(ə)l rɪ'tʃɜ:n/ *noun* the total capital growth and reinvested income on an investment at the end of any given period

touch /tʌtʃ/ *noun* the narrowest spread between the buy and sell prices of a share

tour /tuə/ *noun* a (holiday) journey to various places, coming back in the end to the place the journey started from ○ *The group went on a tour of Italy.* ○ *The minister went on a fact-finding tour of the region.* □ **to carry out a tour of inspection** to visit various places, such as offices or factories, to inspect them

tout /taʊt/ *noun* a person who sells tickets (to games or shows) for more than the price printed on them ■ **verb** □ **to tout for custom** to try to attract customers

track /træk/ *verb* to follow someone or something; to follow how something develops, such as one of the stock market indices ○ *This fund tracks the Footsie Index.*

'...tracking the stock market is a good way of providing for the long term, if you're prepared to ride the ups and downs' [*Investors Chronicle*]

tracker fund /'trækə fʌnd/ *noun* a fund which tracks (i.e. follows closely) one of the stock market indices, such as the Footsie

tracker PEP /'trækə pep/ *noun* a PEP invested in funds which track a stock market index

tracking /'trækiŋ/ *noun* the process of following a stock market closely

tracking unit trust /'trækiŋ 'ju:nɪt trʌst/ *noun* a trust which follows closely one of the stock market indices

track record /'træk ,rekɔ:d/ *noun* the success or failure of a company or salesperson in the past ○ *He has a good track record as a secondhand car salesman.* ○ *The company has no track record in the computer market.* ○ *We are looking for someone with a track record in the computer market.*

trade /treɪd/ *noun* **1.** the business of buying and selling □ **adverse balance of trade** situation when a country imports more than it exports ○ *The country had an adverse balance of trade for the second month running.* □ **to do a good trade in a range of products** to sell a large number of a range of products **2.** a particular type of business, or people or companies dealing in the same type of product ○ *He's in the secondhand car trade.* ○ *She's very well known in the*

clothing trade. □ **to ask a company to supply trade references** to ask a company to give names of traders who can report on the company's financial situation and reputation ■ **verb** to buy and sell, to carry on a business ○ *We trade with all the countries of the EU.* ○ *He trades on the Stock Exchange.* ○ *The company has stopped trading.* ○ *The company trades under the name 'Eeziphitt'.*

'...a sharp setback in foreign trade accounted for most of the winter slowdown. The trade balance sank \$17 billion' [*Fortune*]

'...at its last traded price, the bank was capitalized around \$1.05 billion' [*South China Morning Post*]

'...with most of the world's oil now traded on spot markets, Opec's official prices are much less significant than they once were' [*Economist*]

'...the London Stock Exchange said that the value of domestic UK equities traded during the year was £1.4066 trillion, more than the capitalization of the entire London market and an increase of 36 per cent compared with previous year's total of £1.037 trillion' [*Times*]

'...trade between Britain and other countries which comprise the Economic Community has risen steadily from 33% of exports to 50% last year' [*Sales & Marketing Management*]

trade agreement /'treɪd ə ,grɪ:mənt/ *noun* an international agreement between countries over general terms of trade

trade association /'treɪd əsəʊsi ,eɪʃ(ə)n/ *noun* a group which links together companies in the same trade

trade barrier /'treɪd ,bæriə/ *noun* a limitation imposed by a government on the free exchange of goods between countries. Also called **import restriction** (NOTE: NTBs, safety standards and tariffs are typical trade barriers.)

trade bill /'treɪd bɪl/ *noun* a bill of exchange between two companies who are trading partners (it is issued by one company and endorsed by the other)

trade bureau /'treɪd ,bjʊərəʊ/ *noun* an office which specialises in commercial inquiries

trade commission /'treɪd kə ,mɪʃ(ə)n/ *noun* same as **broker's commission**

trade counter /'treɪd ,kaʊntə/ *noun* a shop in a factory or warehouse where goods are sold to retailers

trade credit /'treɪd ,kredit/ *noun* a credit offered by one company when trading with another

trade creditors /'treɪd ,kreditəz/ *plural noun* companies which are owed money by a company (the amount owed to trade creditors is shown in the annual accounts)

trade cycle /'treɪd ,saɪk(ə)/ *noun* a period during which trade expands, then slows down, then expands again

trade deficit /'treɪd ,defɪsɪt/ *noun* the difference in value between a country's low exports and higher imports. Also called **balance of payments deficit**, **trade gap**

trade description /'treɪd dɪ-'skɪpʃən/ *noun* a description of a product to attract customers

Trade Descriptions Act /'treɪd dɪ-'skɪpʃənz ækt/ *noun* an act which limits the way in which products can be described so as to protect customers from wrong descriptions made by manufacturers

trade directory /'treɪd daɪ'rekt(ə)rɪ/ *noun* a book which lists all the businesses and business people in a town

trade discount /'treɪd 'dɪskaʊnt/ *noun* a reduction in price given to a customer in the same trade

traded options /'treɪdɪd 'ɒpʃənz/ *plural noun* options to buy or sell shares at a certain price at a certain date in the future, which themselves can be bought or sold

trade fair /'treɪd feə/ *noun* a large exhibition and meeting for advertising and selling a specific type of product ○ *There are two trade fairs running in London at the same time – the carpet manufacturers' and the mobile telephones.*

trade gap /'treɪd ɡæp/ *noun* same as **trade deficit**

trade in /'treɪd 'ɪn/ *verb* to give in an old item as part of the payment for a new one ○ *The chairman traded in his old Rolls Royce for a new model.*

trade-in /'treɪd ɪn/ *noun* an old item, e.g. a car or washing machine, given as part of the payment for a new one ○ *She bought a new car and gave her old one as a trade-in.*

trademark /'treɪdmɑ:k/, **trade name** /'treɪd neɪm/ *noun* a particular name, design or symbol which has been registered by the manufacturer and which cannot be used by other manufacturers. It is an intangible asset. ○ *You can't call your beds 'Soft'n'kumfi' – it is a registered trademark.* ■ **verb** to register something as a trademark ○ *They trademarked the name after the family dispute.* ○ *You should trademark the design.*

trade mission /'treɪd ,mɪʃ(ə)n/ *noun* a visit by a group of businesspeople to discuss trade ○ *He led a trade mission to China.*

trade-off /'treɪd ɒf/ *noun* an act of exchanging one thing for another as part of a business deal (NOTE: The plural is **trade-offs**.)

trade price /'treɪd praɪs/ *noun* a special wholesale price paid by a retailer to the manufacturer or wholesaler

trader /'treɪdə/ *noun* **1.** a person who does business **2.** a person who buys or sells stocks, shares and options

trade surplus /'treɪd 'sɜ:pləs/ *noun* the difference in value between a country's high exports and lower imports

'Brazil's trade surplus is vulnerable both to a slowdown in the American economy and a pick-up in its own' [*Economist*]

trade terms /'treɪd tɜ:mz/ *plural noun* a special discount for people in the same trade

trade-weighted index /'treɪd ,wertɪd 'ɪndeks/ *noun* an index of the value of a currency calculated against a basket of currencies

trading /'treɪdɪŋ/ *noun* **1.** the business of buying and selling □ **adverse trading conditions** bad conditions for trade **2.** an area of a broking house where dealing in securities is carried out by phone, using monitors to display current prices and stock exchange transactions

trading account /'treɪdɪŋ ə'kaʊnt/ *noun* an account of a company's gross profit

trading area /'treɪdɪŋ ,eəriə/ *noun* a group of countries which trade with each other

trading company /'treɪdɪŋ ,kʌmp(ə)nɪ/ *noun* a company which specialises in buying and selling goods

trading estate /'treɪdɪŋ ɪˌsteɪt/ *noun* an area of land near a town specially for building factories and warehouses

trading firm /'treɪdɪŋ fɜːm/ *noun* a stockbroking house

trading floor /'treɪdɪŋ flɔː/ *noun* same as **dealing floor**

trading for the account /,treɪdɪŋ fə ðɪː ə'kaʊnt/ *noun* same as **account trading**

trading limit /'treɪdɪŋ ˌlɪmɪt/ *noun* the maximum amount of something which can be traded by a single trader

trading loss /'treɪdɪŋ lɒs/ *noun* a situation where a company's receipts are less than its expenditure

trading partner /'treɪdɪŋ ˌpɑːtnə/ *noun* a company or country which trades with another

trading pattern /,treɪdɪŋ ˌpæt(ə)n/ *noun* a general way in which trade is carried on ○ *The company's trading pattern shows high export sales in the first quarter and high home sales in the third quarter.*

trading post /'treɪdɪŋ pəʊst/ *noun* a position on the trading floor of the New York Stock Exchange, where specialist traders operate

trading profit /'treɪdɪŋ ˌprɒfɪt/ *noun* a result where the company's receipts are higher than its expenditure

trading range /'treɪdɪŋ reɪndʒ/ *noun* same as **historical trading range**

trading screens /'treɪdɪŋ skriːnz/ *plural noun* computer monitors listing stock market prices

trading session /'treɪdɪŋ ˌseʃ(ə)n/ *noun* one period (usually a day) during which trading takes place on a stock exchange

trading stamp /'treɪdɪŋ stæmp/ *noun* a special stamp given away by a shop, which the customer can collect and exchange later for free goods

trailing spouse /,treɪlɪŋ ˌspaʊs/ *noun* **US** a successful working spouse of someone who works abroad (one of the two has to commute at weekends)

trainee /treɪˈniː/ *noun* a person who is learning how to do something ○ *We take five graduates as trainees each year.* ○ *Office staff with leadership potential are*

selected for courses as trainee managers. ○ *We employ an additional trainee accountant at peak periods.*

traineeship /treɪˈniːʃɪp/ *noun* a post as a trainee

training /'treɪnɪŋ/ *noun* the process of being taught how to do something ○ *There is a ten-week training period for new staff.* ○ *The shop is closed for staff training.* ○ *After six months' training he thought of himself as a professional salesman.*

training levy /'treɪnɪŋ ˌlevi/ *noun* a tax to be paid by companies to fund the government's training schemes

training officer /'treɪnɪŋ ˌɒfɪsə/ *noun* a person who deals with the training of staff in a company

training unit /'treɪnɪŋ ˌjuːnɪt/ *noun* a special group of teachers who organise training for companies

tranche /trɑːnʃ/ *noun* one of a series of instalments (used when referring to loans to companies, government securities which are issued over a period of time, or money withdrawn by a country from the IMF) ○ *The second tranche of interest on the loan is now due for payment.*

tranchette /trɑːnˈʃet/ *noun* a small amount of government stock put onto the market for sale to investors

transact /trænˈzækt/ *verb* □ **to transact business** to carry out a piece of business

transaction /trænˈzækʃən/ *noun* □ **a transaction on the Stock Exchange** a purchase or sale of shares on the Stock Exchange ○ *The paper publishes a daily list of Stock Exchange transactions.* □ **fraudulent transaction** a transaction which aims to cheat someone

'...the Japan Financial Intelligence Office will receive reports on suspected criminal transactions from financial institutions, determine where a probe should be launched and provide information to investigators' [Nikkei Weekly]

transfer *noun* /'trænsfɜː/ an act of moving an employee to another job in the same organisation ○ *She applied for a transfer to our branch in Scotland.* ■ *verb* /trænsˈfɜː/ to move someone or something to a different place, or to move someone to another job in the same organisation ○ *The accountant*

was transferred to our Scottish branch.
 ○ He transferred his shares to a family trust.
 ○ She transferred her money to a deposit account.

transferable *adjective* /træns-
 'fɜ:ɪəb(ə)l/ which can be passed to
 someone else ■ *noun* a document such
 as a bearer bond which can be passed to
 someone else

transfer of property /,trænsfɜ: əv
 'prɒpəti/, **transfer of shares**
 /,trænsfɜ: əv 'ʃeəz/ *noun* the act of
 moving the ownership of property or
 shares from one person to another

transferred charge call /træns-
 'fɜ:d 'tʃɑ:dʒ kɔ:l/ *noun* a phone call
 where the person receiving the call
 agrees to pay for it

transfer value /'trænsfɜ: ,vælju:/
noun the value of a pension when it is
 moved from one scheme to another

transit /'trænsɪt/ *noun* the movement
 of passengers or goods on the way to a
 destination ○ *Some of the goods were
 damaged in transit.*

transit letter /'trænsɪt ,letə/ *noun* a
 letter sent with cheques or drafts, listing
 what is being sent

translate /træns'leɪt/ *verb* to change
 something into another form

transnational /trænz'næʃ(ə)nəl/
noun same as **multinational**

transparency /træns'pærənsi/ *noun*
 the fact of being clear about making
 decisions and being open to the public
 about how decisions are reached

traveller's cheques /'træv(ə)ləz
 tʃeks/ *plural noun* cheques bought by a
 traveller which can be cashed in a for-
 eign country

travelling expenses /'træv(ə)lɪŋ
 ek'spensɪz/ *plural noun* money spent
 on travelling and hotels for business
 purposes

travel organisation /'træv(ə)l
 ɔ:gənəɪ'zeɪʃ(ə)n/ *noun* a body repre-
 senting companies in the travel business

treasurer /'treʒərə/ *noun* 1. a person
 who looks after the money or finances
 of a club or society, etc. 2. *US* the main
 financial officer of a company 3. (*in
 Australia*) the finance minister in the
 government

treasurer's account /,treʒərəz ə-
 'kaʊnt/ *noun* an account of a club or so-
 ciety with a bank

Treasuries /'treʒəri/ *plural noun*
US treasury bonds and bills (*informal*)

Treasury /'treʒəri/ *noun* 1. a govern-
 ment department which deals with the
 country's finance (NOTE: The term is
 used in both the UK and the US; in
 most other countries this department is
 called the **Ministry of Finance**.) 2. *US*
 same as **Treasury bill**

Treasury bill /'treʒəri bɪl/ *noun* a
 short-term financial instrument which
 does not give any interest and is sold by
 the government at a discount through
 the central bank (in the UK, their term
 varies from three to six months; in the
 USA, they are for 91 or 182 days, or for
 52 weeks) (NOTE: In the USA, they are
 also called **Treasuries** or **T-bills**.)

Treasury bond /'treʒəri bɒnd/ *noun*
 a long-term bond issued by the British
 or US government

Treasury note /'treʒəri nəʊt/ *noun*
 a medium-term bond issued by the US
 government

Treasury Secretary /'treʒəri
 ,sekrət(ə)ri/ *noun* *US* the member of
 the US government in charge of finance
 (NOTE: The equivalent of the **Finance
 Minister** in most countries, or of the
Chancellor of the Exchequer in the
 UK.)

Treasury stocks /'treʒəri stɒkz/
plural noun stocks issued by the British
 government. Also called **Exchequer
 stocks**

treble /'treb(ə)l/ *verb* to increase three
 times, or to make something three times
 larger ○ *The company's borrowings
 have trebled.* ○ *The acquisition of the
 chain of stores has trebled the group's
 turnover.* ■ *adverb* three times ○ *Our
 borrowings are treble what they were
 last year.*

trend /trend/ *noun* a general way in
 which things are developing ○ *a down-
 ward trend in investment* ○ *There is a
 trend away from old-established food
 stores.* ○ *The report points to inflation-
 ary trends in the economy.* ○ *We notice
 a general trend towards selling to the
 student market.* ○ *We have noticed an
 upward trend in sales.*

'...the quality of building design and ease of accessibility will become increasingly important, adding to the trend towards out-of-town office development' [*Lloyd's List*]

trend line /'trend laɪn/ *noun* a line on a graph or chart which shows which way a trend is going

trial /'traɪəl/ *noun* **1.** a court case to judge a person accused of a crime ○ *He is on trial or is standing trial for embezzlement.* **2.** a test to see if something is good ■ **verb** to test a product to see how good it is (NOTE: **trailing** – **triated**)

trial balance /'traɪəl, bæləns/ *noun* the draft calculation of debits and credits to see if they balance

tribunal /traɪ'bju:n(ə)/ *noun* an official court which examines special problems and makes judgements

trigger /'trɪgə/ *noun* a thing which starts a process ■ **verb** to start a process

'...the recovery is led by significant declines in short-term interest rates, which are forecast to be roughly 250 basis points below their previous peak. This should trigger a rebound in the housing markets and consumer spending on durables' [*Toronto Globe & Mail*]

trigger point /'trɪgə pɔɪnt/ *noun* a point in acquiring shares in a company where the purchaser has to declare an interest or to take certain action

COMMENT: If an individual or a company buys 5% of a company's shares, this shareholding must be declared to the company. If 15% is acquired it is assumed that a takeover bid will be made, and no more shares can be acquired for seven days to give the target company time to respond. There is no obligation to make a bid at this stage, but if the holding is increased to 30%, then a takeover bid must be made for the remaining 70%. If 90% of shares are owned, then the owner can purchase all outstanding shares compulsorily. These trigger points are often not crossed, and it is common to see that a company has acquired 14.9% or 29.9% of another company's shares.

trillion /'trɪljən/ *noun* one million millions (NOTE: In the UK, trillion now has the same meaning as in the USA; formerly in UK English it meant one million million millions, and it is still sometimes used with this meaning; see also the note at **billion**.)

'...if land is assessed at roughly half its current market value, the new tax could yield up to ¥10

trillion annually' [*Far Eastern Economic Review*]

'...behind the decline was a 6.1% fall in exports to ¥47.55 trillion, the second year of falls. Automobiles and steel were among categories showing particularly conspicuous drops' [*Nikkei Weekly*]

'...the London Stock Exchange said that the value of domestic UK equities traded during the year was £1.4066 trillion, more than the capitalization of the entire London market and an increase of 36 per cent compared with previous year's total of £1.037 trillion' [*Times*]

triple /'trɪp(ə)/ *verb* to become three times larger, or to multiply something three times ○ *The company's debts tripled in twelve months.* ○ *The acquisition of the chain of stores has tripled the group's turnover.* ■ *adjective* three times as much ○ *The cost of airfreighting the goods is triple their manufacturing cost.*

triple A rated /,trɪp(ə)l 'eɪ reɪtɪd/ *adjective* referring to a bond or corporation which has the highest credit rating according to Standard & Poor's or Moody's (so called, because the rating is 'AAA')

triple witching hour /,trɪp(ə)l 'wɪtʃɪŋ aʊə/ *noun* a day when three major types of futures contract fall due at the same time

COMMENT: In the USA, this is the last hour of trading on the third Friday of the months of March, June, September and December, when futures contracts on the Stock Exchange Index, options on these futures contracts, and ordinary stock option contracts all fall due; in the UK, it is a day when euro-options, Footsie options and Footsie futures contracts all expire at the same time. It is normally a day when stock market prices show greater volatility than usual.

triplicate /'trɪplɪkət/ *noun* □ in **triplicate** with an original and two copies ○ *The invoices are printed in triplicate.* ○ *The application form should be completed in triplicate.* □ **invoicing in triplicate** the preparing of three copies of invoices

trophy hunter /'trəʊfi, hʌntə/ *noun* an investor who looks for cheap shares

troubled /'trʌb(ə)ld/ *adjective* in a difficult financial position

troubleshooter /'trʌb(ə)lfu:tə/ *noun* a person whose job is to solve problems in a company ○ *They brought*

in a troubleshooter to try to sort out the management problems.

trough /trɒf/ *noun* a low point in the economic cycle

troy ounce /trɔɪ 'aʊns/ *noun* a measurement of weight (= 31.10 grammes) (NOTE: In writing, often shortened to **troy oz.** after figures: **25.2 troy oz.**)

troy weight /trɔɪ 'weɪt/ *noun* a system of measurement of weight used for gold and other metals, such as silver and platinum

COMMENT: Troy weight is divided into grains, pennyweights (24 grains = 1 pennyweight), ounces (20 pennyweights = 1 ounce) and pounds (12 troy ounces = 1 pound). Troy weights are slightly less than their avoirdupois equivalents; the troy pound equals 0.37kg or 0.82lb avoirdupois; see also **avoirdupois**.

true /tru:/ *adjective* correct or accurate
true and fair view /,tru: ən feə 'vju:/ *noun* a correct statement of a company's financial position as shown in its accounts and confirmed by the auditors

true copy /tru: 'kɒpi/ *noun* an exact copy ○ *I certify that this is a true copy.* ○ *It is certified as a true copy.*

truncate /trʌŋ'keɪt/ *verb* to operate a simplified banking system by not returning physical cheques to the paying bank

truncation /trʌŋ'keɪʃ(ə)n/ *noun* a simplified banking system, where actual cheques are not sent to the paying bank, but held in the receiving bank which notifies the paying bank by computer of the details of cheques received

trust /trʌst/ *noun* **1.** the fact of being confident that something is correct or will work □ **we took his statement on trust** we accepted his statement without examining it to see if it was correct **2.** a legal arrangement to pass goods, money or valuables to someone who will look after them well ○ *He left his property in trust for his grandchildren.* **3.** the management of money or property for someone ○ *They set up a family trust for their grandchildren.* **4.** US a small group of companies which control the supply of a product ■ **verb** □ **to trust someone with something** to give something to someone to look after ○ *Can he be trusted with all that cash?*

trustbusting /'trʌstbʌstɪŋ/ *noun* US the breaking up of monopolies to encourage competition

trust company /'trʌst ˌkʌmp(ə)ni/ *noun* US an organisation which supervises the financial affairs of private trusts, executes wills, and acts as a bank to a limited number of customers

trust deed /'trʌst di:d/ *noun* a document which sets out the details of a private trust

trustee /trʌ'sti:/ *noun* a person who has charge of money in trust ○ *the trustees of the pension fund*

trust fund /'trʌst fʌnd/ *noun* assets (money, securities, property) held in trust for someone

Truth in Lending Act /,tru:θ ɪn 'lendiŋ ækt/ *noun* a US Act of 1969, which forces lenders to state the full terms of their interest rates to borrowers
tugrik /'tu:ɡrɪk/ *noun* a unit of currency used in the Mongolian Republic

tune /tju:n/ *noun* □ **the bank is backing him to the tune of £10,000** the bank is helping him with a loan of £10,000

turkey /'tɜ:ki/ *noun* a bad investment, an investment which has turned out to be worthless (*informal*)

turn /tɜ:n/ *noun* **1.** a movement in a circle, or a change of direction **2.** a profit or commission ○ *He makes a turn on everything he sells.*

turnaround /'tɜ:nəraʊnd/ *noun* especially US same as **turnround**

turn down /,tɜ:n 'daʊn/ *verb* to refuse something ○ *The board turned down the proposal.* ○ *The bank turned down their request for a loan.* ○ *The application for a licence was turned down.* ○ *He turned down the job he was offered.*

turnkey operation /'tɜ:nki: ɒpəˌreɪʃ(ə)n/ *noun* a deal where a company takes all responsibility for constructing, fitting and staffing a building (such as a school, hospital or factory) so that it is completely ready for the purchaser to take over

turn over /,tɜ:n 'əʊvə/ *verb* **1.** to have a specific amount of sales ○ *We turn over £2,000 a week.* **2.** US to pass something to someone ○ *She turned over the documents to the lawyer.*

(NOTE: In this meaning, the usual UK term is **hand over**.)

'...a 100,000 square foot warehouse can turn its inventory over 18 times a year, more than triple a discounter's turnover' [*Duns Business Month*]

'...he is turning over his CEO title to one of his teammates, but will remain chairman for a year' [*Duns Business Month*]

turnover /'tʊ:nəʊvə/ *noun* **1.** the amount of sales of goods or services by a company ○ *The company's turnover has increased by 235%.* ○ *We based our calculations on the forecast turnover.* (NOTE: The US term is **sales volume**.)

2. the number of times something is used or sold in a period, usually one year, expressed as a percentage of a total

turnover of shares /'tʊ:nəʊvə əv 'ʃeəz/ *noun* the total value of shares bought and sold on the Stock Exchange during the year

turnover tax /'tʊ:nəʊvə tæks/ *noun* same as **sales tax**

turn round /'tʊ:n 'raʊnd/ *verb* to make a company change from making a loss to become profitable □ **they turned the company round in less than a year** they made the company profitable in less than a year

turnaround /'tʊ:nraʊnd/ *noun* **1.** the value of goods sold during a year divided by the average value of goods held in stock **2.** the action of emptying a ship, plane, etc., and getting it ready for another commercial journey **3.** the act of making a company profitable again (NOTE: [all senses] The US term is **turnaround**.)

'...the US now accounts for more than half our world-wide sales; it has made a huge

contribution to our earnings turnaround' [*Duns Business Month*]

twenty-four-hour trading /,twenti fɔː aʊə 'treɪdɪŋ/ *noun* trading in bonds, currencies or securities that can take place at any time of day or night (NOTE: Twenty-four-hour trading does not involve one trading floor being open all the time, but instead refers to the possibility of conducting operations at different locations in different time zones.)

24-hour banking /,twentifɔːr aʊə 'bæŋkɪŋ/ *noun* a banking service provided during the whole day (e.g. by cash dispensers in the street and online services)

24-hour service /,twenti fɔːr aʊə 'sɜːvɪs/ *noun* help which is available for the whole day

24-hour trading /,twenti fɔːr aʊə 'treɪdɪŋ/ trading in bonds, securities and currencies during the whole day

COMMENT: 24-hour trading is now possible because of instant communication to Stock Exchanges in different time zones; the Tokyo Stock Exchange closes about two hours before the London Stock Exchange opens; the New York Stock Exchange opens at the same time as the London one closes.

two-tier market /,tuː tiə 'mɑːkɪt/ *noun* an exchange market where two rates apply (usually one for tourists and a commercial rate for businesses)

two-way market /,tuː weɪ 'mɑːkɪt/ *noun* a market where there is active buying and selling

tycoon /taɪ'kuːn/ *noun* an important businessman

U

UBR *abbreviation* uniform business rate

ultimatum /ˌʌltɪ'meɪtəm/ *noun* a statement to someone that unless they do something within a period of time, action will be taken against them ○ *The union officials argued among themselves over the best way to deal with the ultimatum from the management.* ○ *The banks issued an ultimatum to their largest borrowers.* (NOTE: The plural is **ultimatums** or **ultimata**.)

umbrella organisation /ʌm'brelə ˌʊɡrənaɪz(ə)n/ *noun* a large organisation which includes several smaller ones

unacceptable /ˌʌnək'septəb(ə)/ *adjective* which cannot be accepted ○ *The terms of the contract are quite unacceptable.*

unaccounted for /ˌʌnə'kaʊntɪd fɔ:/ *adjective* lost without any explanation ○ *Several thousand units are unaccounted for in the stocktaking.*

unanimous /ju:'næniməs/ *adjective* where everyone agrees or votes in the same way ○ *There was a unanimous vote against the proposal.* ○ *They reached unanimous agreement.*

unanimously /ju:'næniməsli/ *adverb* with everyone agreeing ○ *The proposals were adopted unanimously.*

unaudited /ʌn'ɔ:dɪtɪd/ *adjective* which has not been audited ○ *unaudited accounts*

unauthorised /ʌn'ɔ:θəraɪzd/, **unauthorized** *adjective* not permitted ○ *unauthorised access to the company's records* ○ *unauthorised expenditure* ○ *No unauthorised persons are allowed into the laboratory.* ○ *The bank charges 26.8% interest on unauthorised overdrafts.*

unauthorised unit trust /ʌn-ˌɔ:θəraɪzd 'ju:nɪt trʌst/ *noun* a private unit trust operated by a stockbroking firm for its clients

unbalanced /ʌn'bælənst/ *adjective* referring to a budget which does not balance or which is in deficit

unbanked /ʌn'bæŋkt/ *adjective* **1.** referring to a person who does not have a bank account **2.** referring to a cheque which has not been deposited in a bank account

unbundling /ʌn'bʌnd(ə)lɪŋ/ *noun* **1.** the process of separating companies from a conglomerate (the companies were independent in the past, and have been acquired by the conglomerate over a period of time) **2. US** the practice of charging separately for each different service provided

uncalled /ʌn'kɔ:ld/ *adjective* referring to capital which a company is authorised to raise and has been issued but for which payment has not yet been requested

uncashed /ʌn'kæʃt/ *adjective* which has not been cashed ○ *uncashed cheques*

unchanged /ʌn'tʃeɪndʒd/ *adjective* which has not changed

'...the dividend is unchanged at L90 per ordinary share' [*Financial Times*]

unchecked /ʌn'tʃekt/ *adjective* which has not been checked ○ *unchecked figures*

uncollected /ˌʌnkə'lektɪd/ *adjective* which has not been collected ○ *uncollected subscriptions* ○ *uncollected taxes*

uncollected funds /ˌʌnkəlektɪd 'fʌndz/ *plural noun* deposits which have not yet cleared through the clearing system and so cannot be drawn on

unconditional /ˌʌnkən'dɪʃ(ə)nəl/ *adjective* with no conditions or provi-

sions attached ○ *unconditional acceptance of the offer by the board* ○ *After the interview he got an unconditional offer of a job.* ▢ **the offer went unconditional last Thursday** the takeover bid was accepted by the majority of the shareholders and therefore the conditions attached to it no longer apply

COMMENT: A takeover bid will become unconditional if more than 50% of shareholders accept it.

unconditionally /ˌʌŋkən-
'dɪʃ(ə)n(ə)li/ *adverb* without imposing any conditions ○ *The offer was accepted unconditionally by the trade union.*

uncontrollable /ˌʌŋkən'trəʊləb(ə)l/ *adjective* which cannot be controlled ○ *uncontrollable inflation*

uncovered bear /ˌʌŋkʌvəd 'beə/ *noun* a person who sells stock which he does not hold, hoping to be able to buy stock later at a lower price when he needs to settle

uncrossed cheque /ˌʌŋkrɒst 'tʃek/ *noun* a cheque which does not have two lines across it, and can be cashed anywhere (NOTE: They are no longer used in the UK, but are still found in other countries.)

undated /ʌn'deɪtɪd/ *adjective* with no date indicated or written ○ *He tried to cash an undated cheque.*

COMMENT: The only British government stocks which are undated are the War Loan.

undated bond /ʌn'deɪtɪd 'bɒnd/ *noun* a bond with no maturity date

under /'ʌndə/ *preposition* **1.** lower than or less than ○ *The interest rate is under 10%.* ○ *Under half of the shareholders accepted the offer.* **2.** controlled by, according to ○ *Under the terms of the agreement, the goods should be delivered in October.* ○ *He is acting under rule 23 of the union constitution.*

under- /ʌndə/ *prefix* less important than or lower than

underbid /ˌʌndə'bɪd/ *verb* to bid less than someone (NOTE: **underbidding** – **underbid**)

underbidder /'ʌndəbɪdə/ *noun* a person who bids less than the person who buys at an auction

undercapitalised /ˌʌndə-
'kæpɪtəlaɪzd/, **undercapitalized** *ad-*

jective without enough capital ○ *The company is severely undercapitalised.*

undercharge /ˌʌndə'tʃɑ:dʒ/ *verb* to ask someone for too little money ○ *She undercharged us by £25.*

undercut /ˌʌndə'kʌt/ *verb* to offer something at a lower price than someone else ○ *They increased their market share by undercutting their competitors.* (NOTE: **undercutting- undercut**)

underemployed /ˌʌndəɪm'plɔɪd/ *adjective* with not enough work ○ *The staff is underemployed because of the cutback in production.*

underemployed capital /ˌʌndəɪm'plɔɪd 'kæpɪt(ə)l/ *noun* capital which is not producing enough interest

underestimate *noun* /ˌʌndər-
'estɪmət/ an estimate which is less than the actual figure ○ *The figure of £50,000 in turnover was a considerable underestimate.* ▢ *verb* /ˌʌndər'estɪmeɪt/ to think that something is smaller or not as bad as it really is ○ *They underestimated the effects of the strike on their sales.* ○ *He underestimated the amount of time needed to finish the work.*

underlease /'ʌndəli:s/ *noun* a lease from a tenant to another tenant

underlying inflation rate /ˌʌndəlaɪɪŋ ɪn'fleɪʃ(ə)n reɪt/ *noun* the basic inflation rate calculated on a series of prices of consumer items, petrol, gas and electricity and interest rates. Compare **headline inflation rate**

underlying value /ˌʌndəlaɪɪŋ 'vælju:/ *noun* the basic value of a company, including its assets, goodwill, etc.

undermentioned /ˌʌndə-
'menʃ(ə)nd/ *adjective* mentioned lower down in a document ○ *See the undermentioned list of countries to which these terms apply.*

underperform /ˌʌndəpə'fɔ:m/ *verb* ▢ **to underperform the market** to perform worse than the rest of the market ○ *The hotel group has underperformed the sector this year.*

underperformance /ˌʌndəpə-
'fɔ:məns/ *noun* the fact of performing worse than others ○ *The underperformance of the shares has worried investors.*

*Australia has been declining again. Because it has had such a long period of underperformance,

it is now not as vulnerable as other markets' [*Money Observer*]

underrate /ˌʌndə'reɪt/ *verb* to value someone or something less highly than they should be ○ *Do not underrate the strength of the competition in the European market.* ○ *The power of the yen is underrated.*

underreact /ˌʌndə'ri:ækt/ *verb* not to react strongly enough to a situation ○ *The markets underreacted to the oil crisis.*

undersell /ˌʌndə'sel/ *verb* to sell more cheaply than someone ○ *to undersell a competitor* □ **the company is never undersold** no other company sells goods as cheaply as this one

undersigned /ˌʌndə'saɪnd/ *noun* a person who has signed a letter □ **we, the undersigned** we, the people who have signed below

underspend /ˌʌndə'spend/ *verb* to spend less than you should have spent or were allowed to spend □ **he has underspent his budget** he has spent less than was allowed in the budget

understanding /ˌʌndə'stændɪŋ/ *noun* a private agreement ○ *to come to an understanding about the divisions of the market*

understate /ˌʌndə'steɪt/ *verb* to make something seem less than it really is ○ *The company accounts understate the real profit.*

undersubscribed /ˌʌndəsʌb-'skraɪbd/ *adjective* referring to a share issue where applications are not made for all the shares on offer, and part of the issue remains with the underwriters

undertake /ˌʌndə'teɪk/ *verb* to agree to do something ○ *They are undertaking* ○ *We asked the research unit to undertake an investigation of the market.* ○ *They have undertaken not to sell into our territory.* ○ *The union has undertaken not to call a strike without further negotiation with the management.* (NOTE: **undertaking** – **undertook** – **undertaken**)

undertaking /ˌʌndə'teɪkɪŋ/ *noun* 1. a business ○ *He is the MD of a large commercial undertaking.* 2. a promise, especially a legally binding one ○ *They have given us a written undertaking not to sell their products in competition with ours.*

undervaluation /ˌʌndəvælju-'eɪʃ(ə)n/ *noun* the state of being valued, or the act of valuing something, at less than the true worth

undervalued /ˌʌndə'vælju:d/ *adjective* not valued highly enough ○ *The dollar is undervalued on the foreign exchanges.* ○ *The properties are undervalued on the company's balance sheet.*

'...in terms of purchasing power, the dollar is considerably undervalued, while the US trade deficit is declining month by month' [*Financial Weekly*]

underwater /ˌʌndə'wɔ:tə/ *adjective* which has lost value

underwater loan /ˌʌndə'wɔ:tələʊn/ *noun* a loan which is worth less than its book value, as when an item bought with a loan loses its value on the market

underwater option /ˌʌndə'wɔ:tə'ɒpʃən/ *noun* an option which has no value

underweight /ˌʌndə'weɪt/ *adjective* not heavy enough □ **the pack is twenty grams underweight** the pack weighs twenty grams less than it should

underwrite /ˌʌndə'reɪt/ *verb* 1. to accept responsibility for something □ **to underwrite a share issue** to guarantee that a share issue will be sold by agreeing to buy all shares which are not subscribed ○ *The issue was underwritten by three underwriting companies.* 2. to insure, to cover a risk ○ *to underwrite an insurance policy* 3. to agree to pay for costs ○ *The government has underwritten the development costs of the project.* (NOTE: **underwriting** – **underwrote** – **has underwritten**)

'...under the new program, mortgage brokers are allowed to underwrite mortgages and get a much higher fee' [*Forbes Magazine*]

underwriter /ˌʌndə'reɪtə/ *noun* a person or company that underwrites a share issue or an insurance

COMMENT: When a major company flotation or share issue or loan is prepared, a group of companies (such as merchant banks) will form a syndicate to underwrite the flotation: the syndicate will be organized by the 'lead underwriter', together with a group of main underwriters; these in turn will ask others ('sub-underwriters') to share in the underwriting.

underwriting /'ʌndəraɪtɪŋ/ *noun* the action of guaranteeing to purchase shares in a new issue if no one purchases them

underwriting fee /'ʌndəraɪtɪŋ fi:/ *noun* a fee paid by a company to the underwriters for guaranteeing the purchase of new shares in that company

underwriting syndicate /'ʌndəraɪtɪŋ ,sɪndɪkət/ *noun* a group of underwriters who insure a large risk

undischarged bankrupt /,ʌndɪstʃɑ:dʒd 'bæŋkrʌpt/ *noun* a person who has been declared bankrupt and has not been released from that state

undistributed profit /,ʌndɪstɪrɪbjʊtɪd 'prɒfɪt/ *noun* a profit which has not been distributed as dividends to shareholders

unearned income /,ʌnzɜ:nd 'ɪnkʌm/ *noun* same as **investment income**

uneconomic /,ʌni:kə'nɒmɪk/ *adjective* which does not make a commercial profit □ **it is an uneconomic proposition** it will not be commercially profitable

uneconomic rent /,ʌni:kə'nɒmɪk 'rent/ *noun* a rent which is not enough to cover costs

unemployed /,ʌnɪm'plɔɪd/ *adjective* not having any paid work ■ *noun* □ **the unemployed** the people without any jobs

unemployment /,ʌnɪm'plɔɪmənt/ *noun* the state of not having any work

'...tax advantages directed toward small businesses will help create jobs and reduce the unemployment rate' [*Toronto Star*]

unemployment benefit /,ʌnɪm'plɔɪmənt ,benɪfɪt/ *noun* a payment from the government made to someone who is unemployed (NOTE: The US term is **unemployment compensation**.)

unemployment pay /,ʌnɪm'plɔɪmənt peɪ/ *noun* money given by the government to someone who is unemployed

unemployment rate /,ʌnɪm'plɔɪmənt reɪt/ *noun* the number of people out of work, shown as a percentage of the total number of people available for work. Also called **rate of unemployment**

unencumbered /,ʌnɪn'kʌmbəd/ *adjective* referring to property which is not mortgaged

unfair competition /,ʌnfɛə ,kɒmpə'tɪʃ(ə)n/ *noun* the practice of trying to do better than another company by using techniques such as importing foreign goods at very low prices or by wrongly criticising a competitor's products

unfavourable /ʌn'feɪv(ə)rəb(ə)l/ *adjective* not favourable (NOTE: The US spelling is **unfavorable**.) □ **unfavourable balance of trade** a situation where a country imports more than it exports □ **unfavourable exchange rate** an exchange rate which gives an amount of foreign currency for the home currency which is not good for trade ○ *The unfavourable exchange rate hit the country's exports.*

unfulfilled orders /,ʌnfʊlɪld 'ɔ:dəz/ *plural noun* orders received in the past and not yet supplied

ungeared /ʌn'gɪəd/ *adjective* with no borrowings

uniform business rate /,ju:nɪfɔ:m 'bɪznɪs reɪt/ *noun* a tax levied on business property which is the same percentage for the whole country. Abbreviation **UBR**

unincorporated /,ʌnɪn'kɔ:pəreɪtɪd/ *adjective* referring to a business which has not been made into a company (i.e. which is operating as a partnership or a sole trader)

unissued capital /ʌn'ɪʃu:d 'kæpɪtəl/ *noun* capital which a company is authorised to issue but has not issued as shares

unit /'ju:nɪt/ *noun* 1. a single product for sale 2. a single share in a unit trust

unitary regulator /,ju:nɪt(ə)ri 'regjʊleɪtə/ *noun* a single regulator, where before there were several

Unitas index an index of prices on the Helsinki Stock Exchange

unit cost /'ju:nɪt kɒst/ *noun* the cost of one item, i.e. the total product costs divided by the number of units produced

United Nations /ju:,naɪtɪd 'neɪʃ(ə)nz/ *noun* an organisation which links almost all the countries of the world to promote good relations between them

unitise /'ju:nɪtaɪz/, **unitize** *verb* to form investments into units which are sold to the public

unit-linked insurance /,ju:nɪt lɪŋkd ɪn'ʃʊərəns/ *noun* an insurance policy which is linked to the security of units in a unit trust or fund

unit of account /,ju:nɪt əv ə'kaʊnt/ *noun* a standard unit used in financial transactions among members of a group, such as SDRs in the IMF

unit price /'ju:nɪt praɪs/ *noun* the price of one item

unit trust /'ju:nɪt trʌst/ *noun* an organisation which takes money from small investors and invests it in stocks and shares for them under a trust deed, the investment being in the form of shares (or units) in the trust (NOTE: The US term is **mutual fund**.)

COMMENT: Unit trusts have to be authorised by the Department of Trade and Industry before they can offer units for sale to the public, although unauthorised private unit trusts exist.

unlawful /ʌn'lɔ:f(ə)l/ *adjective* against the law, not legal

unlimited /ʌn'limitɪd/ *adjective* with no limits ○ *The bank offered him unlimited credit.*

unlimited liability /ʌn,limitɪd ,laɪə-'bɪlɪti/ *noun* a situation where a sole trader or each partner is responsible for all a firm's debts with no limit on the amount each may have to pay

unlisted company /ʌn,lɪstɪd 'kʌmp(ə)nɪ/ *noun* a company whose shares are not listed on the stock exchange

unlisted securities /ʌn,lɪstɪd sɪ-'kjʊərɪtɪz/ *plural noun* shares which are not listed on the Stock Exchange

Unlisted Securities Market /ʌn-,lɪstɪd sɪ'kjʊərɪtɪz ,mɑ:kɪt/ *noun* formerly, the market for buying and selling shares which were not listed on the main Stock Exchange, now replaced by the Alternative Investment Market (AIM). Abbreviation **USM**

unload /ʌn'ləʊd/ *verb* 1. to take goods off a ship, lorry etc. ○ *The ship is unloading at Hamburg.* ○ *We need a fork-lift truck to unload the lorry.* ○ *We unloaded the spare parts at Lagos.* ○ *There are no unloading facilities for*

container ships. 2. to sell shares which do not seem attractive ○ *We tried to unload our shareholding as soon as the company published its accounts.*

unlock /ʌn'lɒk/ *verb* □ **to unlock value** to sell undervalued assets and so increase the value of a company to its shareholders

unpaid /ʌn'peɪd/ *adjective* not paid

unpaid balance /ʌn,peɪd 'bæləns/ *noun* a balance of a loan or invoice which still has to be paid after a part payment or instalment payment has been made

unpaid cheque /ʌn,peɪd 'tʃek/ *noun* a cheque which has been deposited but which is bounced by the bank on which it is written, so the account of the person who should receive is not credited

unpaid invoices /ʌn,peɪd 'ɪnvɔɪsɪz/ *plural noun* invoices which have not been paid

unprofitable /ʌn'prɒfɪtəb(ə)l/ *adjective* not profitable

'...the airline has already eliminated a number of unprofitable flights' [*Duns Business Month*]

unquoted shares /,ʌnkwɔ:tɪd 'ʃeəz/ *plural noun* shares which have no Stock Exchange quotation

unrealised /ʌn'riələɪzd/, **unrealized** *adjective* not sold to make a profit

unrealised capital gain /ʌn-,riələɪzd ,kæpɪt(ə)l 'geɪn/ *noun* an investment which is showing a profit but has not been sold

unrealised profit /ʌn,riələɪzd 'prɒfɪt/ *noun* same as **paper profit**

unredeemed pledge /,ʌnrɪdi:md 'pledʒ/ *noun* a pledge which the borrower has not claimed back because he has not paid back his loan

unregistered /ʌn'redʒɪstəd/ *adjective* referring to a company which has not been registered

unsecured creditor /,ʌnsɪkjʊəd 'kredɪtə/ *noun* a creditor who is owed money, but has no security from the debtor for the debt

unsecured debt /,ʌnsɪkjʊəd 'det/ *noun* a debt which is not guaranteed by a charge on assets or by any collateral

unsecured loan /,ʌnsɪkjʊəd 'ləʊn/ *noun* a loan made with no security

unseen /ʌn'si:n/ *adverb* not seen □ **to buy something sight unseen** to buy something without having inspected it

unsettled /ʌn'set(ə)ld/ *adjective* which changes often or which is upset

unstable /ʌn'steɪb(ə)l/ *adjective* not stable, changing frequently ○ *unstable exchange rates*

unsubsidised /ʌn'sʌbsɪdaɪzd/, **unsubsidized** *adjective* with no subsidy

unsuccessful /ʌnsək'sesf(ə)l/ *adjective* not successful ○ *an unsuccessful businessman* ○ *The project was expensive and unsuccessful.* ○ *He made six unsuccessful job applications before he finally got a job.*

unsuccessfully /ʌnsək'sesf(ə)li/ *adverb* with no success ○ *The company unsuccessfully tried to break into the South American market.* ○ *He unsuccessfully applied for the job of marketing manager.*

unweighted /ʌn'weɪtɪd/ *adjective* without giving any extra value to a certain factor

up /ʌp/ *adverb, preposition* in or to a higher position ○ *The inflation rate is going up steadily.* ○ *Shares were up slightly at the end of the day.* ○ *She worked her way up to become sales director.*

upcoming /'ʌpkʌmɪŋ/ *adjective* which will come in the near future ○ *The company is banking on its upcoming new drug to treat strokes.*

update /ʌp'deɪt/ *verb* to revise something so that it is always up to date ○ *The figures are updated annually.*

up front /ʌp 'frʌnt/ *adverb* in advance

uplift /'ʌplɪft/ *noun* an increase ○ *The contract provides for an annual uplift of charges.*

up market /'ʌp ,mɑ:kɪt/ *noun* a stock market which is rising or is at its highest level ○ *How your emerging growth fund performs in a down market is just as important as in an up market.*

upmarket /'ʌp ,mɑ:kɪt/ *adverb, adjective* more expensive or appealing to a wealthy section of the population □ **the company has decided to move upmarket** the company has decided to start to produce more luxury items

upscale /'ʌpskeɪl/ *adjective* aimed at customers at the top end of the socio-economic ladder, who are well-educated and have higher incomes

upset price /'ʌpset praɪs/ *noun* the lowest price which the seller will accept at an auction

upside potential /'ʌpsaɪd pə'tenʃəl/ *noun* the possibility for a share to increase in value (NOTE: The opposite is **downside risk**.)

upstream /'ʌp'stri:m/ *adjective* referring to the operations of a company at the beginning of a process (as drilling for oil as an operation of a petroleum company). Compare **downstream**

upswing /'ʌp'swɪŋ/ *noun* an upward movement of share prices (NOTE: The opposite is **downswing**.)

uptick /'ʌptɪk/ *noun* US a price of a share sold, which is higher than the previous price

up to /'ʌp tu:/ *preposition* as far as, as high as ○ *We will buy at prices up to £25.*

upturn /'ʌptɜ:n/ *noun* a movement towards higher sales or profits ○ *an upturn in the economy* ○ *an upturn in the market*

upward /'ʌpwəd/ *adjective* towards a higher position ○ *an upward movement*

upwards /'ʌpwədz/ *adverb* towards a higher position ○ *The market moved upwards after the news of the budget.* (NOTE: In the USA, **upward** is used as both adjective and adverb.)

US, USA *abbreviation* United States (of America)

use *noun* /ju:s/ a way in which something can be used □ **directions for use** instructions on how to run a machine □ **to make use of something** to use something □ **in use** being worked ○ *The computer is in use twenty-four hours a day.* □ **items for personal use** items which a person will use for himself, not on behalf of the company □ **he has the use of a company car** he has a company car which he uses privately ■ *verb* /ju:z/ to take something, e.g. a machine, a company or a process, and work with it ○ *We use airmail for all our overseas correspondence.* ○ *The photocopier is being used all the time.* ○ *They use freelancers for most of their work.*

user /'ju:zə/ *noun* a person who uses something

user-friendly /,ju:zə 'frendli/ *adjective* which a user finds easy to work ○ *These programs are really user-friendly.*

user's guide /'ju:zəz gaɪd/, **user's handbook** /'ju:zəz ,hændbʊk/, **user's manual** /'ju:zəz ,mænʃʊəl/ *noun* a book showing someone how to use something

USM *abbreviation* Unlisted Securities Market

US Treasury bonds /,ju: es 'trezəri bɒndz/ *plural noun* bonds issued by the US Treasury

usual /'ju:ʒʊəl/ *adjective* normal or ordinary ○ *Our usual terms or usual conditions are thirty days' credit.* ○ *The usual practice is to have the contract*

signed by the MD. ○ *The usual hours of work are from 9.30 to 5.30.*

usurious /ju'zjʊəriəs/ *adjective* referring to usury ○ *a usurious rate of interest*

usury /'ju:ʒəri/ *noun* lending money at high interest

utilisation /,ju:tɪlaɪ'zeɪʃ(ə)n/, **utilization** *noun* the act of making use of something

'...control permits the manufacturer to react to changing conditions on the plant floor and to keep people and machines at a high level of utilization' [*Duns Business Month*]

utilise /'ju:tɪlaɪz/, **utilize** *verb* to use something

utility /ju:'tɪlɪti/ *noun* a public service company, such as one that supplies water, gas or electricity or runs public transport ○ *Shares in utility companies or utilities offer good dividends.*

V

vacant possession /ˌveɪkənt pə-
'zeɪʃ(ə)n/ *noun* being able to occupy a
property immediately after buying it be-
cause it is empty ○ *The property is to be
sold with vacant possession.*

valorem /və'lɔːrəm/ *noun* ⇨ **ad valo-
rem duty**

valuable /'væljuəb(ə)l/ *adjective*
which is worth a lot of money

valuation /ˌvælju'eɪʃ(ə)n/ *noun* an
estimate of how much something is
worth ○ *to ask for a valuation of a prop-
erty before making an offer for it* □ **to
buy a shop with stock at valuation**
when buying a shop, to pay a price for
the stock which is equal to the value as
estimated by the valuer □ **to purchase
stock at valuation** to pay the price for
stock which it is valued at

value /'væljuː/ *noun* the amount of
money which something is worth ○ *the
fall in the value of sterling* ○ *He im-
ported goods to the value of £2500.* ○
*The valuer put the value of the stock at
£25,000.* □ **good value (for money)** a
bargain, something which is worth the
price paid for it ○ *That restaurant gives
value for money.* ○ *Buy that computer
now – it is very good value.* ○ *Holidays
in Italy are good value because of the
exchange rate.* □ **to rise or fall in value**
to be worth more or less ■ **verb** to esti-
mate how much money something is
worth ○ *He valued the stock at £25,000.*
○ *We are having the jewellery valued
for insurance.*

value added /ˌvæljuː 'ædɪd/ *noun*
the amount added to the value of a prod-
uct or service, being the difference be-
tween its cost and the amount received
when it is sold. Also called **net output**

Value Added Tax /ˌvæljuː ædɪd
'tæks/ *noun* full form of **VAT**

value investing /'væljuː ɪnˌvestɪŋ/
noun basing investment strategy on the

value of a company rather than simply
on its share price

value investor /'væljuː ɪnˌvestə/
noun a person who buys shares for the
value of the company

value-priced goods /ˌvæljuː praɪst
'gudz/ *noun* goods which are good
value for money

valuer /'væljuː/ *noun* a person who
estimates how much money something
is worth

value stocks /'væljuː stɒks/ *plural
noun* shares which provide a good re-
turn on investment

vanilla /və'nɪlə/ *noun* ⇨ **plain vanilla
swap**

variable /'veəriəb(ə)l/ *adjective*
which changes ■ *noun* something
which varies

variable annuity /ˌveəriəb(ə)l ə-
'njuːəti/ *noun* an annuity based on
funds invested in common stock, which
varies with the value of the stock, as op-
posed to a fixed annuity

variable costs /ˌveəriəb(ə)l 'kɒsts/
plural noun production costs which in-
crease with the quantity of the product
made, e.g. wages or raw materials

variable rate /ˌveəriəb(ə)l 'reɪt/
noun a rate of interest on a loan which is
not fixed, but can change with the cur-
rent bank interest rates. Also called
floating rate

variable redemption bond
/ˌveəriəb(ə)l rɪ'dempʃən bɒnd/ *noun* a
bond where the money to be repaid is
linked to a variable, such as the price of
gold at the time of payment

variance /'veəriəns/ *noun* the differ-
ence between what was expected and
the actual results □ **at variance with** not
in agreement with ○ *The actual sales
are at variance with the sales reported
by the reps.*

variation /ˌveəri'eɪʃ(ə)n/ *noun* the amount by which something changes □ **seasonal variations** variations which take place at different times of the year ○ *seasonal variations in buying patterns* ○ *There are marked seasonal variations in unemployment in the hotel industry.*

VAT /ˌvi: eɪ 'ti:, væt/ *noun* a tax on goods and services, added as a percentage to the invoiced sales price ○ *The invoice includes VAT at 17.5%.* ○ *The government is proposing to increase VAT to 22%.* ○ *Some items (such as books) are zero-rated for VAT.* ○ *He does not charge VAT because he asks for payment in cash.* Full form **Value Added Tax**

'...the directive means that the services of stockbrokers and managers of authorized unit trusts are now exempt from VAT; previously they were liable to VAT at the standard rate. Zero-rating for stockbrokers' services is still available as before, but only where the recipient of the service belongs outside the EC' [Accountancy]

COMMENT: In the UK, VAT is organised by the Customs and Excise Department, and not by the Treasury. It is applied at each stage in the process of making or selling a product or service. Company 'A' charges VAT for their work, which is bought by Company 'B', and pays the VAT collected from 'B' to the Customs and Excise; Company 'B' can reclaim the VAT element in Company 'A's' invoice from the Customs and Excise, but will charge VAT on their work in their invoice to Company 'C'. Each company along the line charges VAT and pays it to the Customs and Excise, but claims back any VAT charged to them. The final consumer pays a price which includes VAT, and which is the final VAT revenue paid to the Customs and Excise. Any company or individual should register for VAT if their annual turnover or income is above a certain level.

VAT declaration /ˌvæt deklə'reɪʃ(ə)n/ *noun* a statement declaring VAT income to the VAT office

VAT inspection /ˌvæt ɪn'spekʃ(ə)n/ *noun* a visit by officials of the Customs and Excise Department to see if a company is correctly reporting its VAT

VAT inspector /ˌvæt ɪn'spektə/ *noun* a government official who examines VAT returns and checks that VAT is being paid

VAT invoice /ˌvæt ɪn'vɔɪs/ *noun* an invoice which includes VAT

VAT invoicing /ˌvæt ɪn'vɔɪsɪŋ/ *noun* the sending of an invoice including VAT

VATman /ˌvæt mæn/, **vatman** *noun* a VAT inspector

VAT office /ˌvæt ˌɒfɪs/ *noun* the government office dealing with the collection of VAT in an area

vault /vɔ:lt/ *noun* a strongroom in a bank, usually underground, where valuables can be deposited

vault cash /ˌvɔ:lt kæʃ/ *noun* cash held by a bank in its vaults, used for day-to-day needs

VC abbreviation venture capitalist

VCT abbreviation venture capital trust

velocity of money /və'lɒsɪti əv 'mʌni/ *noun* the rate at which money circulates in the economy, usually calculated as the GNP shown as a percentage of the stock of money supply

vending /ˌvendɪŋ/ *noun* selling

vendor /ˌvendə/ *noun* 1. a person who sells something, especially a property ○ *the solicitor acting on behalf of the vendor* 2. a company selling its shares on a stock market for the first time

vendor placing /ˌvendə ˌpleɪsɪŋ/ *noun* the act of arranging for an issue of new shares to be bought by institutions, as a means of financing the purchase of another company

venture /ˌventʃə/ *noun* a commercial deal which involves a risk ○ *They lost money on several import ventures.* ○ *She's started a new venture – a computer shop.* ■ *verb* to risk money

venture capital /ˌventʃə ˌkæpɪt(ə)l/ *noun* capital for investment which may easily be lost in risky projects, but can also provide high returns. Also called **risk capital**

venture capital fund /ˌventʃə ˌkæpɪt(ə)l fʌnd/ *noun* a fund which invests in finance houses providing venture capital

'...the Securities and Exchange Board of India allowed new companies to enter the primary market provided venture capital funds took up 10 per cent of the equity. At present, new companies are allowed to make initial public offerings provided their projects have been appraised by banks or financial institutions

which take up 10 per cent of the equity' [*The Hindu*]

venture capitalist /ˌventʃə'kæpɪt(ə)list/ *noun* a finance house or private individual specialising in providing venture capital. Abbreviation **VC**

'...along with the stock market boom of the 1980s, the venture capitalists piled more and more funds into the buyout business, backing bigger and bigger deals with ever more extravagant financing structures' [*Guardian*]

venture capital trust /ˌventʃə'kæpɪt(ə)l trʌst/ *noun* a trust which invests in smaller firms which need capital to grow. Abbreviation **VCT**

verification /ˌverɪfɪ'keɪʃ(ə)n/ *noun* the process of checking if something is correct ○ *The shipment was allowed into the country after verification of the documents by customs.*

verify /ˈverɪfaɪ/ *verb* to check to see if something is correct

vertical /'vɜːtɪk(ə)l/ *adjective* upright, straight up or down

vertical communication /ˌvɜːtɪk(ə)l kəmjuːnɪ'keɪʃ(ə)n/ *noun* communication between senior managers via the middle management to the workforce

vertical integration /ˌvɜːtɪk(ə)l ˌɪn'tɪgreɪʃ(ə)n/ *noun* same as **backward integration**

vested interest /ˌvestɪd 'ɪntrəst/ *noun* a special interest in keeping an existing state of affairs □ **she has a vested interest in keeping the business working** she wants to keep the business working because she will make more money if it does

vesting day /ˌvestɪŋ deɪ/ *noun* a day when a formerly nationalised industry becomes owned by its new shareholders

vet /vet/ *verb* to examine something carefully ○ *All candidates have to be vetted by the managing director.* ○ *The contract has been sent to the legal department for vetting.* (NOTE: **vetting** – **vetted**)

viability /vaɪə'bɪlɪti/ *noun* the fact of being viable or being able to make a profit

viable /'vaɪəb(ə)l/ *adjective* which can work in practice □ **not commercially viable** not likely to make a profit

videoconference /ˌvɪdɪəʊ-ˌkɒnf(ə)rəns/ *noun* a system linking

video, audio and computer signals from different locations so that distant people can talk and see each other, as if in the same conference room

view /vjuː/ *noun* a way of thinking about something ○ *We asked the sales manager for his views on the reorganisation of the reps' territories.* ○ *The chairman takes the view that credit should never be longer than thirty days.*

□ **to take the long view** to plan for a long period before your current investment will become profitable □ **in view of** because of ○ *In view of the falling exchange rate, we have redrafted our sales forecasts.*

viewdata /'vjuːdeɪtə/ *noun* a service on TV which gives share prices. Some services also allow trading over the phone.

virement /'vaɪəmənt/ *noun* a transfer of money from one account to another or from one section of a budget to another

virtual credit card /ˌvɜːtʃʊəl 'kredit kɑːd/ *noun* a technology that allows a user to set up a new credit account with a bank on the Internet and then use this account number to purchase goods, also on the Internet

virtual tokens /ˌvɜːtʃʊəl 'təʊkənz/ *plural noun* banking technology that allows a user to transfer money from their normal bank to an Internet bank and then use this credit to purchase goods on the Internet

VISA /'viːzə/ *trademark* a trademark for an international credit card system

visible /'vɪzɪb(ə)l/ *adjective* referring to real products which are imported or exported

visible exports /ˌvɪzəb(ə)l 'ekspɔːts/ *plural noun* real products which are imported or exported, as opposed to services

visible trade /ˌvɪzəb(ə)l 'treɪd/ *noun* trade involving visible imports and exports

vivos ◊ **inter vivos**

voicemail /'vɔɪsmɛɪl/ *noun* an electronic communications system which stores digitised recordings of telephone messages for later playback

void /vɔɪd/ *adjective* not legally valid □ **the contract was declared null and**

void the contract was said to be no longer valid ■ **verb** □ **to void a contract** to make a contract invalid

voidable /'vɔɪdəb(ə)l/ **adjective** referring to a contract which can be annulled

volatile /'vɒlətaɪl/ **adjective** referring to a market or price which is not stable, but which rises and falls sharply ○ *The share has been very volatile since it was launched.*

'...blue chip stocks are the least volatile while smaller stocks are the most volatile' [*The Times*]

'...the investment markets appear to have become ever more volatile, with interest rates moving at times to extreme levels, and the stock market veering wildly from boom to slump and back again' [*Financial Times Review*]

'...the FTSE 100 Index ended another volatile session a net 96.3 easier at 6027' [*Financial Times*]

volatility /'vɒlə'tɪlɪti/ **noun** the fact of being volatile ○ *Investors are recommended to keep their money in building society accounts because the increasing volatility of the stock market.*

'...while the technology sector has certainly captured the imagination of private investors, the enthusiasm it has aroused among them is likely to cause extreme share price volatility in the short term' [*Financial Times*]

volatility rating /'vɒlə'tɪlɪti ,reɪtɪŋ/ **noun** a calculation of how volatile a share is, by calculating how much its performance is different from the normal pattern

volume /'vɒljʊ:m/ **noun** **1.** a quantity of items **2.** the quantity of shares traded on a stock market ○ *average daily volume: 130,000 shares*

volume discount /'vɒljʊ:m ,dɪskaʊnt/ **noun** the discount given to a customer who buys a large quantity of goods

volume of business /'vɒljʊ:m əv 'bɪznɪs/ **noun** the number of items sold, or the number of shares sold on the Stock Exchange during a day's trading ○ *The company has maintained the same volume of business in spite of the recession.*

volume of sales /'vɒljʊ:m əv 'seɪlz/ **noun** **1.** the number of items sold □ **low or high volume of sales** a small or large number of items sold **2.** *US* an amount of money produced by sales (NOTE: The UK term is **turnover**.)

volume of trade /'vɒljʊ:m əv 'treɪd/ **noun** same as volume of business

volume-weighted prices /'vɒljʊ:m ,weɪtɪd 'praɪsɪz/ **plural noun** prices which are calculated according to the volume of turnover

voluntarily /'vɒlənt(ə)rəli/ **adverb** without being forced or paid

voluntary /'vɒlənt(ə)ri/ **adjective** **1.** done freely without anyone forcing you to act **2.** done without being paid

voluntary liquidation /'vɒlənt(ə)ri ,lɪkwɪ'deɪʃ(ə)n/ **noun** a situation where a company itself decides it must close and sell its assets

voluntary organisation /'vɒlənt(ə)ri ɔ:gənəɪ'zeɪʃ(ə)n/ **noun** an organisation which has no paid staff

voluntary redundancy /'vɒlənt(ə)ri rɪ'dʌndənsi/ **noun** a situation where the employee asks to be made redundant, usually in return for a large payment

vostro account /'vɒstrəʊ ə,kəʊnt/ **noun** an account held by a correspondent bank for a foreign bank. ♦ **nostro account**

vote /vəʊt/ **noun** the act of marking a paper or holding up your hand, to show your opinion or to show who you want to be elected □ **to take a vote on a proposal, to put a proposal to the vote** to ask people present at a meeting to say if they do or do not agree with the proposal ■ **verb** to show an opinion by marking a paper or by holding up your hand at a meeting ○ *The meeting voted to close the factory.* ○ *52% of the members voted for Mr Smith as chairman.* ○ *Most of the staff voted for a strike.* □ **to vote for or against a proposal** to say that you agree or do not agree with a proposal □ **two directors were voted off the board at the AGM** the AGM voted to dismiss two directors □ **she was voted on to the committee** she was elected a member of the committee

voter /'vəʊtə/ **noun** a person who votes

voting /'vəʊtɪŋ/ **noun** the act of making a vote

voting paper /'vəʊtɪŋ ,peɪpə/ *noun*
a paper on which the voter puts a cross
to show for whom he wants to vote

voting rights /'vəʊtɪŋ raɪts/ *plural noun*
the rights of shareholders to vote
at company meetings

voting shares /'vəʊtɪŋ ʃeəz/ *plural noun*
shares which give the holder the
right to vote at company meetings

voucher /'vaʊtʃə/ *noun* **1.** a piece of
paper which is given instead of money
2. a written document from an auditor to
show that the accounts are correct or
that money has really been paid

W

wage /weɪdʒ/ *noun* the money paid to an employee in return for work done, especially when it is paid weekly and in cash ○ *She is earning a good wage or good wages for a young person.* (NOTE: The plural **wages** is more usual when referring to the money earned, but **wage** is used before other nouns.)

'European economies are being held back by rigid labor markets and wage structures' [*Duns Business Month*]

'...real wages have been held down dramatically: they have risen at an annual rate of only 1% in the last two years' [*Sunday Times*]

COMMENT: The term 'wages' refers to weekly or hourly pay for workers, usually paid in cash. For employees paid by a monthly cheque, the term used is 'salary'.

wage adjustments /'weɪdʒ əˌdʒʌstmənts/ *plural noun* changes made to wages

wage claim /'weɪdʒ kleɪm/ *noun* an act of asking for an increase in wages

wage differentials /'weɪdʒ dɪfəˌrenʃəlz/ *plural noun* same as **pay differentials**

wage drift /'weɪdʒ drɪft/ *noun* same as **earnings drift**

wage-earner /'weɪdʒ ˌɜːnə/ *noun* a person who earns a wage

wage-earning /'weɪdʒ ˌɜːnɪŋ/ *adjective* □ **the wage-earning population** people who have jobs and earn money

wage indexation /'weɪdʒ ˌɪndeksɪʃ(ə)n/ *noun* the linking of increases to the percentage rise in the cost of living

wage negotiations /'weɪdʒ nɪɡəʊʃɪˌeɪʃ(ə)nz/ *plural noun* same as **pay negotiations**

wage packet /'weɪdʒ ˌpækɪt/ *noun* same as **pay packet**

wage-price spiral /ˌweɪdʒ ˈpraɪs ˌspaɪəɪəl/ *noun* a situation where price

risers encourage higher wage demands which in turn make prices rise

wage restraint /'weɪdʒ rɪˌstreɪnt/ *noun* the act of keeping increases in wages under control

wages and prices freeze /ˌweɪdʒɪz ən ˈpraɪs friːz/ *noun* a period when wages and prices are not allowed to be increased

wage scale /'weɪdʒ skeɪl/ *noun* same as **pay scale**

wages clerk /'weɪdʒɪz kləːk/ *noun* same as **payroll clerk**

wages drift /weɪdʒs drɪft/ *noun* same as **earnings drift**

wages policy /'weɪdʒɪz ˌpɒlɪsi/ *noun* a government policy on what percentage increases should be paid to workers

waive /weɪv/ *verb* to give up a right ○ *He waived his claim to the estate.* □ **to waive a payment** to say that payment is not necessary

waiver /'weɪvə/ *noun* an act of giving up a right or removing the conditions of a rule ○ *If you want to work without a permit, you will have to apply for a waiver.*

waiver clause /'weɪvə kləʊz/ *noun* a clause in a contract giving the conditions under which the rights in the contract can be given up

walk-in /'wɔːk ɪn/ *noun* a person who approaches an organisation for a job, without knowing if any jobs are available (NOTE: The plural is **walk-ins**.)

wall of money /ˌwɔːl əv ˈmʌni/ *noun* a large amount of money ready to be invested on the stock market (especially, money from new investment funds, or foreign investors) (NOTE: Similar to the **weight of money**.)

wallpaper /'wɔːlpeɪpəl/ *noun* shares issued in large numbers during a take-

over bid where the purchasing company offers them in exchange for the shares in the company being bought

wall safe /'wɔ:l seɪf/ *noun* a safe installed in a wall

Wall Street /'wɔ:l stri:t/ *noun* **1.** a street in New York where the Stock Exchange is situated **2.** the US financial centre ○ *Wall Street analysts predict a rise in interest rates.* ○ *She writes the Wall Street column in the newspaper.*

warehouse /'weəhaʊs/ *noun* a large building where goods are stored

warehouse capacity /'weəhaʊs kə'pæsəti/ *noun* the space available in a warehouse

warehousing /'weəhaʊzɪŋ/ *noun* **1.** the act of storing goods in a warehouse ○ *Warehousing costs are rising rapidly.* **2.** an illegal act where someone buys shares in a company on behalf of another company and holds them in readiness to be surrendered when the second company makes a takeover bid

War Loan /'wɔ: ləʊn/ *noun* a government loan issued in time of war

warning /'wɔ:nɪŋ/ *noun* a notice of possible danger ○ *Warning notices were put up around the construction site.*

warrant /'wɒrənt/ *noun* an official document which allows someone to do something

'...the rights issue will grant shareholders free warrants to subscribe for further new shares' [*Financial Times*]

warrantee /,wɒrən'ti:/ *noun* a person who is given a warranty

warrant holder /'wɒrənt ˌhəʊldə/ *noun* a person who holds a warrant for shares

warrantor /,wɒrən'tɔ:/ *noun* a person who gives a warranty

warrant premium /'wɒrənt ,pri:miəm/ *noun* a premium paid to buy share warrants, above the price of the shares it entitles you to

warranty /'wɒrənti/ *noun* **1.** a legal document which promises that a machine will work properly or that an item is of good quality ○ *The car is sold with a twelve-month warranty.* ○ *The warranty covers spare parts but not labour costs.* **2.** a promise in a contract **3.** a statement made by an insured person

which declares that the facts stated by him are true

washing /'wɒʃɪŋ/ *noun* *US* the practice of selling and buying back the same security, so as to reduce tax liability, or to increase trading volume. ♦

bond-washing

wash sale /'wɒʃ seɪl/ *noun* *US* the sale and then repurchase of a block of shares (similar to the British 'bed-and-breakfast deal', though in the US it may also be used as a means of creating fictitious trading volume)

waste /weɪst/ *noun* material left over from a production process which is of no value and is thrown away ■ *verb* to use more than is needed ○ *to waste money or paper or electricity or time* ○ *The MD does not like people wasting his time with minor details.* ○ *We turned off all the heating so as not to waste energy.*

COMMENT: Industrial waste has no value, as opposed to scrap which may be sold to a scrap dealer.

wasting asset /,weɪstɪŋ 'æstɪt/ *noun* an asset which becomes gradually less valuable as time goes by (e.g. a short lease on a property)

watchdog /'wɒtʃdɒɡ/ *noun* a person or group that examines public spending or financial deals, etc. □ **the City watchdog** the Financial Services Authority (FSA), which supervises the financial institutions

water down /,wɔ:tə 'daʊn/ *verb* to make something less strong ○ *The family's holdings have been watered down by the creation of the new shares.*

weak /wi:k/ *adjective* not strong, not active □ **share prices remained weak** share prices did not rise

weak currency /wi:k 'kʌrənsi/ *noun* a currency which is trading at a low level against other currencies

weaken /'wi:kən/ *verb* to become weak □ **the market weakened** share prices fell

'...the Fed started to ease monetary policy months ago as the first stories appeared about weakening demand in manufacturing industry' [*Sunday Times*]

weak market /wi:k 'mɑ:kt/ *noun* a share market where prices tend to fall because there are no buyers

weakness /'wi:knəs/ *noun* the fact of being weak

'...indications of weakness in the US economy were contained in figures from the Fed on industrial production' [*Financial Times*]

wealth tax /'welθ tæks/ *noun* a tax on money, property or investments owned by a person

web /web/ *noun* same as **World Wide Web**

webpage /'webpeɪdʒ/ *noun* a single file of text and graphics, forming part of a website

website /'websaɪt/ *noun* a position on the web, which is created by a company, organisation or individual, and which anyone can visit ○ *How many hits did we have on our website last week?*

Wechsel *noun* the German word for foreign exchange

weight /weɪt/ *noun* a measurement of how heavy something is □ **to sell fruit by weight** the price is per pound or per kilo of the fruit □ **to give short weight** to give less than you should ■ *verb* to give an extra value to a certain factor

weighted average /,weɪtɪd 'æv(ə)rɪdʒ/ *noun* an average which is calculated taking several factors into account, giving some more value than others

weighted index /,weɪtɪd 'ɪndeks/ *noun* an index where some important items are given more value than less important ones

weighting /'weɪtɪŋ/ *noun* additional salary or wages paid to compensate for living in an expensive part of the country ○ *The salary is £15,000 plus London weighting.*

weight of money /,weɪt əv 'mʌni/ *noun* a large amount of money ready to be invested on the stock market (especially cash available in pension funds)

wheeler-dealer /,wi:lə 'di:lə/ *noun* a person who lives on money from a series of profitable business deals

whisper number /'wɪspə ,nʌmbə/ *noun* a figure which is mentioned as a rumour

whistleblower /'wɪs(ə)l,bləʊə/ *noun* a person who reveals dishonest practices (*informal*)

white-collar /,waɪt 'kɒlə/ *adjective* referring to office workers

'...the share of white-collar occupations in total employment rose from 44 per cent to 49 per cent' [*Sydney Morning Herald*]

white-collar crime /,waɪt 'kɒlə 'kraɪm/ *noun* crimes committed by business people or office workers (such as embezzlement, computer fraud or insider dealing)

white-collar job /waɪt 'kɒlə dʒɒb/ *noun* a job in an office

white-collar union /waɪt 'kɒlə 'ju:njən/ *noun* a trade union formed of white-collar workers

white-collar worker /waɪt 'kɒlə 'wɜ:kə/ *noun* a worker in an office, not in a factory

white knight /waɪt 'naɪt/ *noun* a person or company which rescues a firm in financial difficulties, especially one which saves a firm from being taken over by an unacceptable purchaser

White Paper /waɪt 'peɪpə/ *noun* a report issued by the UK government as a statement of government policy on a particular problem. Compare **Green Paper**

whizz-kid /'wɪz kɪd/ *noun* a brilliant young person who quickly becomes successful in business ○ *She was a whizz-kid who reached head of department in five years.*

whole-life insurance /,həʊl 'laɪf ɪnʃʊərəns/, **whole-life policy** /,həʊl 'laɪf ,pɒlɪsi/ *noun* an insurance policy where the insured person pays a fixed premium each year and the insurance company pays a sum when he or she dies (also called 'whole-of-life assurance')

wholesale /'həʊlseɪl/ *adjective, adverb* referring to the business of buying goods from manufacturers and selling them in large quantities to traders who then sell in smaller quantities to the general public ○ *I persuaded him to give us a wholesale discount.* □ **he buys wholesale and sells retail** he buys goods in bulk at a wholesale discount and then sells in small quantities to the public

wholesale banking /,həʊlseɪl 'bæŋkɪŋ/ *noun* banking services between merchant banks and other financial institutions (as opposed to retail banking)

wholesale dealer /'həʊlseɪl ,di:lə/ *noun* a person who buys in bulk from manufacturers and sells to retailers

wholesale market /'həʊlseɪl ,mɑ:kɪt/ *noun* an interbank money market, where banks and other financial institutions deal with each other

wholesale price /'həʊlseɪl praɪs/ *noun* the price charged to customers who buy goods in large quantities in order to resell them in smaller quantities to others

wholesale price index /,həʊlseɪl 'praɪs ,ɪndeks/ *noun* an index showing the rises and falls of prices of manufactured goods as they leave the factory

wholesaler /'həʊlseɪlə/ *noun* a person who buys goods in bulk from manufacturers and sells them to retailers

wholly-owned subsidiary /,həʊlli əʊnd səb'sɪdʒəri/ *noun* a subsidiary which belongs completely to the parent company

will /wɪl/ *noun* a legal document where someone says what should happen to his or her property when he or she dies ○ *He wrote his will in 1984.* ○ *According to her will, all her property is left to her children.*

COMMENT: A will should best be drawn up by a solicitor; it can also be written on a form which can be bought from a stationery shop. To be valid, a will must be dated and witnessed by a third party (i.e. by someone who is not mentioned in the will).

windfall /'wɪndfɔ:l/ *noun* a sudden winning of money or a sudden profit which is not expected

windfall profit /,wɪndfɔ:l 'prɒfɪt/ *noun* a sudden profit which is not expected

windfall profits tax /'wɪndfɔ:l ,prɒfɪts tæks/, **windfall tax** /'wɪndfɔ:l tæks/ *noun* a special tax on unexpected profits

windfall wealth /'wɪndfɔ:l welθ/ *noun* wealth which comes from a windfall

winding up /'waɪndɪŋ 'ʌp/ *noun* liquidation, the act of closing a company and selling its assets □ **a compulsory winding up order** an order from a court saying that a company must be wound up

windmill /'wɪndmɪl/ *noun* same as **accommodation bill** (*informal*)

window /'wɪndəʊ/ *noun* a short period when something is available or possible

window dressing /'wɪndəʊ ,dresɪŋ/ *noun* **1.** the practice of putting goods on display in a shop window, so that they attract customers **2.** the practice of putting on a display to make a business seem better or more profitable or more efficient than it really is

window of opportunity /,wɪndəʊ əv ɒpə'tju:nɪtɪ/ *noun* a short period which allows an action to take place

window shopping /'wɪndəʊ ,ʃɒpɪŋ/ *noun* the practice of looking at goods in shop windows, without buying anything

wind up /,waɪnd 'ʌp/ *verb* **1.** to end a meeting ○ *He wound up the meeting with a vote of thanks to the committee.*

2. □ **to wind up a company** to put a company into liquidation ○ *The court ordered the company to be wound up.*

WIP *abbreviation* work in progress

wipe off /,waɪp 'ɒf/ *verb* to remove something completely

wire transfer /'waɪə ,traɪnsfɜ:/ *noun* a transfer of money from one account to another by telegraph

witching hour /'wɪtʃɪŋ aʊə/ *noun* a critical moment on a stock exchange, where several options expire at the same time

withdraw /wɪð'drɔ:/ *verb* **1.** to take money out of an account ○ *to withdraw money from the bank or from your account* ○ *You can withdraw up to £50 from any cash machine by using your card.* **2.** to take back an offer ○ *When he found out more about the candidate, the HR manager withdrew the offer of a job.* ○ *When the workers went on strike, the company withdrew its revised pay offer.*

(NOTE: **withdrawing** – **withdraw**) □ **one of the company's backers has withdrawn** he or she stopped supporting the company financially ○ *We expect they will withdraw their takeover bid.* ○ *The chairman asked him to withdraw the remarks he has made about the finance director.*

withdrawal /wɪð'drɔ:əl/ *noun* the act of removing money from an account ○

to give seven days' notice of withdrawal
 ○ *Withdrawals from bank accounts reached a peak in the week before Christmas.* □ **withdrawal without penalty at seven days' notice** money can be taken out of a deposit account, without losing any interest, provided that seven days' notice has been given

withholding tax /wɪð'həʊldɪŋ ,tæks/ *noun* **US** a tax which removes money from interest or dividends before they are paid to the investor (usually applied to non-resident investors)

with-profit bond /wɪð 'prɒfɪt bɒnd/ *noun* a bond which guarantees a capital return plus the profits which have accumulated during its lifetime

with profits /wɪθ 'prɒfɪts/ *adverb* referring to an insurance policy which guarantees the policyholder a share in the profits of the fund in which the premiums are invested

won /wʌn/ *noun* a unit of currency used in North and South Korea

work /wɜ:k/ *noun* **1.** things done using the hands or brain **2.** a job, something done to earn money ○ *It is not the work itself that the employees are complaining about* ○ *He goes to work by bus.* ○ *She never gets home from work before 8 p.m.* ○ *His work involves a lot of travelling.* ○ *He is still looking for work.* ○ *She has been out of work for six months.*

'...the quality of the work environment demanded by employers and employees alike' [*Lloyd's List*]

worker /'wɜ:kə/ *noun* a person who is employed □ **worker representation on the board** the fact of having a representative of the workers as a director of the company

worker director /,wɜ:kə daɪ'rektə/ *noun* a director of a company who is a representative of the workforce

workforce /'wɜ:kfɔ:s/ *noun* the total number of employees in an organisation, industry or country

working /'wɜ:kɪŋ/ *adjective* **1.** referring to work **2.** □ **working control of a company** having enough shares in a company to be able to control all its actions (usually, this means 51% of shares)

working capital /'wɜ:kɪŋ ,kæpɪt(ə)/ *noun* capital in the form of cash, stocks and debtors (less creditors)

used by a company in its day-to-day operations. Also called **circulating capital**, **floating capital**, **net current assets**

working conditions /'wɜ:kɪŋ kən-,dɪʃ(ə)n/ *plural noun* the general state of the place where people work (e.g. whether it is hot, noisy, dark or dangerous)

working partner /'wɜ:kɪŋ ,pɑ:tənə/ *noun* a partner who works in a partnership

working-time directive /,wɜ:kɪŋ 'taɪm daɪ'rektɪv/ *noun* a directive concerning the maximum number of hours an employee can work in the EU

working underwriter /,wɜ:kɪŋ 'ʌndəraɪtə/ *noun* a member of a Lloyd's syndicate who actively generates business (as opposed to the 'names' who put up the security)

working week /,wɜ:kɪŋ 'wi:k/ *noun* the usual number of hours worked per week ○ *Even though he is a freelance, he works a normal working week.*

work in progress /,wɜ:k ɪn 'prɒɡres/ *noun* the value of goods being manufactured which are not complete at the end of an accounting period ○ *Our current assets are made up of stock, goodwill and work-in-progress.* Abbreviation **WIP** (NOTE: The US term is **work in process.**)

'...the control of materials from purchased parts through work in progress to finished goods provides manufacturers with an opportunity to reduce the amount of money tied up in materials' [*Duns Business Month*]

workload /'wɜ:kləʊd/ *noun* the amount of work which a person has to do ○ *He has difficulty in coping with his heavy workload.*

work out /,wɜ:k 'aʊt/ *verb* to calculate ○ *He worked out the costs on the back of an envelope.* ○ *He worked out the discount at 15%.* ○ *She worked out the discount on her calculator.*

work permit /'wɜ:k ,pɜ:mɪt/ *noun* an official document which allows someone who is not a citizen to work in a country

works /wɜ:ks/ *noun* a factory ○ *There is a small engineering works in the same street as our office.* ○ *The steel works is expanding.* (NOTE: takes a singular or plural verb)

works committee /'wɜ:ks kə,mɪti/,
works council /'wɜ:ks ,kaʊnsəl/ *noun*
 a committee of employees and management which discusses the organisation of work in a factory

work-sharing /'wɜ:k ,ʃeəriŋ/ *noun*
 a system that allows two or more part-timers to share one job, each doing part of the work for part of the pay

works manager /'wɜ:ks ,mænidʒə/ *noun*
 a person in charge of a works

workspace /'wɜ:kspeɪs/ *noun* the memory or space available on a computer for temporary work

workstation /'wɜ:k,steɪʃ(ə)n/ *noun*
 a desk with a computer terminal, printer, telephone, etc., at which an employee in an office works

world /wɜ:ld/ *noun* **1.** the Earth □ **the world market for steel** the possible sales of steel throughout the world **2.** the people in a specific business or people with a special interest ○ *the world of big business* ○ *the world of lawyers* or *the legal world*

'...the EU pays farmers 27 cents a pound for sugar and sells it on the world market for 5 cents' [*Duns Business Month*]

'...manufactures and services were the fastest growing sectors of world trade' [*Australian Financial Review*]

World Bank /wɜ:ld 'bæŋk/ *noun* a central bank, controlled by the United Nations, whose funds come from the member states of the UN and which lends money to member states

world rights /wɜ:ld 'raɪts/ *plural noun* the right to sell the product anywhere in the world

World Trade Organization /wɜ:ld 'treɪd ɔ:gənaɪzeɪʃ(ə)n/ *noun* an international organisation set up with the aim of reducing restrictions in trade between countries. Abbreviation **WTO**

worldwide /'wɜ:ldwaɪd/ *adjective, adverb* everywhere in the world ○ *The company has a worldwide network of distributors.* ○ *Worldwide sales* or *Sales worldwide* have topped two million units. ○ *This make of computer is available worldwide.*

World Wide Web /,wɜ:ld ,waɪd 'web/ *noun* an information system on the Internet that allows documents to be linked to one another by hypertext links

and accommodates websites and makes them accessible. Also called **web**

worth /wɜ:θ/ *adjective* having a value or a price ○ *Don't get it repaired – it's worth only £25.* ○ *The car is worth £6,000 on the secondhand market.* □ **he is worth £10m** he owns property, investments, etc., which would sell for £10m □ **what are ten pounds worth in dollars?** what is the equivalent of £10 in dollars? ■ *noun* a value □ **give me ten pounds' worth of petrol** give me as much petrol as £10 will buy

worthless /'wɜ:θləs/ *adjective* having no value ○ *The cheque is worthless if it is not signed.*

wraparound **mortgage** /'ræpəraʊnd ,mɔ:ɡɪdʒ/ *noun* *US* a type of second mortgage where the borrower pays interest only to the second lender (who then pays the interest payments on the first mortgage to the first lender)

wreck /rek/ *noun* **1.** a ship which has sunk, which has been badly damaged and cannot float ○ *They saved the cargo from the wreck.* ○ *Oil poured out of the wreck of the tanker.* **2.** the fact of collapsing, or a company which has collapsed ○ *He managed to save some of his investment from the wreck of the company.* ○ *Investors lost thousands of pounds in the wreck of the investment trust.* ■ *verb* to damage something badly or to ruin it ○ *They are trying to salvage the wrecked tanker.* ○ *The negotiations were wrecked by the unions.*

writ /rɪt/, **writ of summons** /,rɪt əv 'sʌmənz/ *noun* a legal document which begins an action in the High Court ○ *The court issued a writ to prevent the trade union from going on strike.* ○ *The company obtained a writ to prevent the trade union from going on strike.* □ **to serve someone with a writ, to serve a writ on someone** to give someone a writ officially, so that he or she has to defend it

write down /,raɪt 'daʊn/ *verb* to note an asset at a lower value than previously ○ *written down value* ○ *The car is written down in the company's books.*

writedown /'raɪtdaʊn/ *noun* the act of noting of an asset at a lower value

'...the holding company has seen its earnings suffer from big writedowns in conjunction with its \$1 billion loan portfolio' [*Duns Business Month*]

write-down allowance /'raɪt daʊn ə,laʊəns/ *noun* an allowance for the depreciation of an asset over a period of years

write off /,raɪt 'ɒf/ *verb* to cancel a debt, or to remove an asset from the accounts as having no value ○ *We had to write off £20,000 in bad debts.* □ **two cars were written off after the accident** the insurance company considered that both cars were a total loss □ **the cargo was written off as a total loss** the cargo was so badly damaged that the insurers said it had no value

'\$30 million from usual company borrowings will either be amortized or written off in one sum' [Australian Financial Review]

write-off /'raɪt ɒf/ *noun* 1. the total loss or cancellation of a bad debt, or the removal of an asset's value from a company's accounts ○ *to allow for write-offs in the yearly accounts* 2.

something which is so badly damaged that it cannot be repaired (*informal*) ○ *The car was a write-off.*

write out /,raɪt 'aʊt/ *verb* to write something in full ○ *She wrote out the minutes of the meeting from her notes.* □ **to write out a cheque** to write the words and figures on a cheque and then sign it

writer /'raɪtə/ *noun* a person who writes a cheque □ **writer of an option** person who sells an option

writing /'raɪtɪŋ/ *noun* something which has been written ○ *to put the agreement in writing* ○ *He had difficulty in reading the candidate's writing.*

written-down value /,rɪt(ə)n daʊn 'vælju:/ *noun* a value of an asset in a company's accounts after it has been written down

WTO *abbreviation* World Trade Organization

X Y Z

xa *abbreviation* ex-all

xc *abbreviation* ex-capitalisation

xd *abbreviation* ex dividend

xr *abbreviation* ex-rights

Yankee bank /'jæŋki bæŋk/ *noun* a foreign bank trading in the US

Yankee bond /'jæŋki bɒnd/ *noun* a dollar bond issued in the American market by a non-US company. Compare **bulldog bond**, **samurai bond**

year /jɪə/ *noun* a period of twelve months

yearbook /'jɪəbʊk/ *noun* a reference book which is published each year with updated or new information

year end /jɪə 'end/ *noun* the end of the financial year, when a company's accounts are prepared ○ *The accounts department has started work on the year-end accounts.*

yearling bond /'jɪəlɪŋ bɒnd/ *noun* a local authority bond which matures in 12 months

yearly /'jɪəli/ *adjective* happening once a year ○ *We make a yearly payment of £1000.* ○ *His yearly insurance premium has risen to £250.* ○ *For the past few years he has had a yearly pay rise of 10%.*

Yellow Book /'jeləʊ bʊk/ *noun* a publication by the London Stock Exchange which gives details of the regulations covering the listing of companies on the exchange

yen /jen/ *noun* a unit of currency used in Japan (NOTE: It is usually written as ¥ before a figure: **¥2,700** (say two thousand seven hundred yen).)

yield /ji:ld/ *noun* the money produced as a return on an investment, shown as a percentage of the money invested ■ *verb* to produce an amount or percentage as interest or dividend, ○ *govern-*

ment stocks which yield a small interest
○ *shares which yield 10%*

'...if you wish to cut your risks you should go for shares with yields higher than average'
[*Investors Chronicle*]

COMMENT: To work out the yield on an investment, take the gross dividend per annum, multiply it by 100 and divide by the price you paid for it (in pence): an investment paying a dividend of 20p per share and costing £3.00, is yielding 6.66%.

yield curve /'ji:ld kɜ:v/ *noun* a graph showing the yields on different types of investment

yield to maturity /'ji:ld tə mə'tʃʊərɪti/ *noun* a calculation of the yield on a fixed-interest investment, assuming it is bought at a certain price and held to maturity

yuan /ju'a:n/ *noun* a unit of currency used in China

ZDPS *abbreviation* zero dividend preference shares

zero /'zɪərəʊ/ *noun 1. nought, the number 0 ○ *The code for international calls is zero zero (00).* 2. same as **zero dividend preference share***

zero-coupon bond /,zɪərəʊ 'ku:pən bɒnd/ *noun* a bond which carries no interest, but which is issued at a discount and so provides a capital gain when it is redeemed at face value

zero dividend preference share /,zɪərəʊ ,dɪvɪdend 'pref(ə)rəns ʃeəz/ *noun* a bond which pays no dividend, but has a fixed term and a fixed redemption price, which is a little higher than the redemption price on similar gilts though the redemption price is not in fact guaranteed. Abbreviation **ZDPS**. Also called **zero**

zero inflation /ˌzɪərəʊ ɪnˈfleɪʃ(ə)n/ *noun* inflation at 0%

zero-rated /ˌzɪərəʊ ˈreɪtɪd/ *adjective* referring to an item which has a VAT rate of 0%

zero-rated bond /ˌzɪərəʊ ˈreɪtɪd bɒnd/ *noun* same as **zero-coupon bond**

zero-rating /ˌzɪərəʊ ˈreɪtɪŋ/ *noun* the rating of an item at 0% VAT

zinc /zɪŋk/ *noun* a metal which is traded on commodity markets, such as the London Metal Exchange

ZIP code /ˈzɪp kəʊd/ *noun* US numbers in an address that indicate a postal delivery area (NOTE: The UK term is **postcode**.)

zloty /ˈzlɒti/ *noun* a unit of currency used in Poland

zone /zəʊn/ *noun* an area of a town or country for administrative purposes ■ *verb* to divide a town into different areas for planning and development purposes □ **land zoned for light industrial use** land where planning permission has been given to build small factories for light industry

SUPPLEMENTS

Central Banks

Principal Stock Exchanges

World Commodity Markets

International Currencies

Central Banks

Afghanistan	da Afghanistan Bank, Kabul
Albania	Bank of Albania, Tirana
Algeria	Banque d'Algérie, Algiers
Angola	Banco Nacional de Angola, Luanda
Argentina	Banco Central de la República Argentina, Buenos Aires
Armenia	Central Bank of Armenia, Yerevan
Australia	Reserve Bank of Australia, Sydney
Austria	Oesterreichische Nationalbank, Vienna
Azerbaijan	National Bank of Azerbaijan, Baku
Bahamas	Central Bank of the Bahamas, Nassau
Bahrain	Bahrain Monetary Agency, Manama
Bangladesh	Bangladesh Bank, Dhaka
Barbados	Central Bank of Barbados, Bridgetown
Belarus	National Bank of the Republic of Belarus, Minsk
Belgium	Banque Nationale de Belgique, Brussels
Bermuda	Bermuda Monetary Authority, Hamilton
Bhutan	Royal Monetary Authority, Thimphu
Bolivia	Banco Central de Bolivia, La Paz
Bosnia & Herzegovina	Centralna Banka Bosne i Hercegovine, Sarajevo
Botswana	Bank of Botswana, Gaborone
Brazil	Banco Central do Brasil, Brasília
Brunei	Brunei Currency Board
Bulgaria	Bulgarska Narodna Banka, Sofia
Burundi	Banque de la République du Burundi, Bujumbura
Cambodia	National Bank of Cambodia, Phnom Penh
Cameroon	Banque des Etats de l'Afrique Centrale, Yaoundé
Canada	Bank of Canada, Ottawa
Central African Republic	Banque des Etats de l'Afrique Centrale, Bangui
Chad	Banque des Etats de l'Afrique Centrale, N'Djamena
Chile	Banco Central de Chile, Santiago
China	People's Bank of China, Beijing
Colombia	Banco de la República de Colombia, Bogotá
Congo (Republic of)	Banque des Etats de l'Afrique Centrale, Brazzaville
Congo (Democratic Republic of)	Banque Centrale du Congo, Kinshasa
Costa Rica	Banco Central de Costa Rica, San José
Côte d'Ivoire	Banque Centrale des Etats de l'Afrique de l'Ouest, Abidjan
Croatia	Hrvatska Narodna Banka, Zagreb
Cuba	Banco Central de Cuba, Havana
Cyprus	Kentrike Trapeza tes Kyprou, Nicosia
Czech Republic	Ceská Národní Banka, Prague
Denmark	Danmarks Nationalbank, Copenhagen
Dominican Republic	Banco Central de la República Dominicana, Santo Domingo
Ecuador	Banco Central del Ecuador, Quito
Egypt	Central Bank of Egypt, Cairo
El Salvador	Banco Central de Reserva de El Salvador, San Salvador
Estonia	Eesti Pank, Tallinn
Ethiopia	National Bank of Ethiopia, Addis Ababa
European Union	European Central Bank, Frankfurt
Finland	Suomen Pankki, Helsinki
France	Banque de France, Paris
Gabon	Banque des Etats de l'Afrique Centrale, Libreville
The Gambia	Central Bank of the Gambia, Banjul
Georgia	National Bank of Georgia, Tbilisi
Germany	Deutsche Bundesbank, Frankfurt
Ghana	Bank of Ghana, Accra
Greece	Trapeza tes Ellados, Athens
Guatemala	Banco de Guatemala, Guatemala City
Guinea	Banque Centrale de la République de Guinée, Conakry
Guinea-Bissau	Banque Centrale des Etats de l'Afrique de l'Ouest, Bissau

Central Banks *continued*

Guyana	Bank of Guyana, Georgetown
Haiti	Banque de la République d'Haïti, Port-au-Prince
Honduras	Banco Central de Honduras, Tegucigalpa
Hungary	Magyar Nemzeti Bank, Budapest
Iceland	Sedlabanki Islands, Reykjavik
India	Reserve Bank of India, Mumbai
Indonesia	Bank Indonesia, Jakarta
Iran	Bank Markazi Jomhuri Islami Iran, Teheran
Iraq	Central Bank of Iraq, Baghdad
Ireland	Bank Ceannais na hÉireann, Dublin
Israel	Bank of Israel, Jerusalem
Italy	Banca d'Italia, Rome
Jamaica	Bank of Jamaica, Kingston
Japan	Nippon Ginko (Bank of Japan), Tokyo
Jordan	Central Bank of Jordan, Amman
Kazakhstan	National Bank of Kazakhstan, Almaty
Kenya	Central Bank of Kenya, Nairobi
Korea (North)	Central Bank of the Democratic People's Republic of Korea, Pyongyang
Korea (South)	Bank of Korea, Seoul
Kuwait	Central Bank of Kuwait, Kuwait City
Kyrgyzstan	National Bank of the Kyrgyz Republic, Bishkek
Laos	Bank of the Lao People's Democratic Republic, Vientiane
Latvia	Latvijas Banka, Riga
Lebanon	Banque du Liban, Beirut
Lesotho	Central Bank of Lesotho, Maseru
Liberia	National Bank of Liberia, Monrovia
Libya	Central Bank of Libya, Tripoli
Liechtenstein	Liechtensteinische Landesbank
Lithuania	Lietuvos Bankas, Vilnius
Luxembourg	Banque Centrale du Luxembourg
Macedonia	Narodna Banka na Republika Makedonja, Skopje
Madagascar	Banque Centrale du Madagascar, Antananarivo
Malawi	Reserve Bank of Malawi, Lilongwe
Malaysia	Bank Negara Malaysia, Kuala Lumpur
Mali	Banque Centrale des Etats de l'Afrique de l'Ouest, Bamako
Malta	Central Bank of Malta, Valletta
Mauritania	Banque Centrale de Mauritanie, Nouakchott
Mauritius	Bank of Mauritius, Port Louis
Mexico	Banco de Mexico, Mexico
Moldova	National Bank of Moldova, Chisinau
Mongolia	Bank of Mongolia, Ulaanbaatar
Montenegro	Central Bank of Montenegro, Podgorica
Morocco	Banque al-Maghrib, Rabat
Mozambique	Banco de Moçambique, Maputo
Myanmar	Central Bank of Myanmar, Yangon
Namibia	Bank of Namibia, Windhoek
Nepal	Nepal Rastra Bank, Kathmandu
Netherlands	de Nederlandsche Bank, Amsterdam
New Zealand	Reserve Bank of New Zealand, Wellington
Nicaragua	Banco Central de Nicaragua, Managua
Niger	Banque Centrale des Etats de l'Afrique de l'Ouest, Niamey
Nigeria	Central Bank of Nigeria, Lagos
Norway	Norges Bank, Oslo

Central Banks *continued*

Oman	Central Bank of Oman, Muscat
Pakistan	State Bank of Pakistan, Karachi
Panama	Banco Nacional de Panamá, Panama
Papua New Guinea	Bank of Papua New Guinea, Port Moresby
Paraguay	Banco Central de Paraguay, Asuncion
Peru	Banco Central de Reserva del Perú, Lima
Philippines	Bangko Sentral ng Pilipinas, Manila
Poland	Narodowy Bank Polski, Warsaw
Portugal	Banco de Portugal, Lisbon
Qatar	Qatar Central Bank
Romania	National Bank of Romania, Bucharest
Russia	Central Bank of the Russian Federation, Moscow
Rwanda	Banque Nationale du Rwanda, Kigali
Saudi Arabia	Saudi Arabian Monetary Agency, Riyadh
Senegal	Banque Centrale des Etats de l'Afrique de l'Ouest, Dakar
Serbia	National Bank of Serbia, Belgrade
Seychelles	Central Bank of the Seychelles, Victoria
Sierra Leone	Bank of Sierra Leone, Freetown
Singapore	Monetary Authority of Singapore
Slovakia	Národná Banka Slovenska, Bratislava
Slovenia	Banka Slovenije, Ljubljana
Somalia	Baanka Somaliland, Mogadishu
South Africa	South African Reserve Bank, Pretoria
Spain	Banco de España, Madrid
Sri Lanka	Central Bank of Sri Lanka, Colombo
Sudan	Bank of Sudan, Khartoum
Sweden	Sveriges Riksbank, Stockholm
Switzerland	Schweizerische Nationalbank, Banque Centrale Suisse, Berne
Syria	Central Bank of Syria, Damascus
Taiwan	Central Bank of China, Taipei
Tanzania	Bank of Tanzania, Dar es Salaam
Thailand	Bank of Thailand, Bangkok
Togo	Banque Centrale des Etats de l'Afrique de l'Ouest, Lomé
Tonga	Bank of Tonga, Nuku'alofa
Trinidad and Tobago	Central Bank of Trinidad and Tobago, Port of Spain
Tunisia	Banque Centrale de Tunisie, Tunis
Turkey	Türkiye Cumhuriyet Merkez Bankasi, Ankara
Uganda	Bank of Uganda, Kampala
Ukraine	National Bank of Ukraine, Kiev
United Arab Emirates	Central Bank of the United Arab Emirates, Abu Dhabi
United Kingdom	Bank of England, London
United States of America	Federal Reserve System, Washington
Uruguay	Banco Central del Uruguay, Montevideo
Uzbekistan	Central Bank of the Republic of Uzbekistan, Tashkent
Venezuela	Banco Central de Venezuela, Caracas
Vietnam	State Bank of Vietnam, Hanoi
Yemen	Central Bank of Yemen, Sana'a
Zambia	Bank of Zambia, Lusaka
Zimbabwe	Reserve Bank of Zimbabwe, Harare

Principal Stock Exchanges

Argentina	Bolsa de Comercio de Buenos Aires
Australia	Australian Stock Exchange
Austria	Wiener Börse AG, Vienna
Bangladesh	Dhaka Stock Exchange
Barbados	Barbados Securities Exchange, Bridgetown
Belgium	Euronext Brussels
Bermuda	Bermuda Stock Exchange
Botswana	Botswana Stock Exchange
Brazil	Bolsa de Valores do Rio de Janeiro
	Bolsa de Valores de São Paulo
Bulgaria	Bulgarian Stock Exchange, Sofia
Canada	Alberta Stock Exchange, Calgary
	Montreal Stock Exchange
	Toronto Stock Exchange
	Vancouver Stock Exchange
	Winnipeg Stock Exchange
Chile	Bolsa de Comercio de Santiago
Colombia	Bolsa de Valores de Colombia
Costa Rica	Bolsa Nacional de Valores, San José
Croatia	Zagreb Stock Exchange
Cyprus	Cyprus Stock Exchange
Czech Republic	Prague Stock Exchange
Denmark	Københavns Fondsbørs
Ecuador	Bolsa de Valores de Quito
Egypt	Cairo Stock Exchange
	Alexandria Stock Exchange
El Salvador	Bolsa de Valores de El Salvador
Finland	Helsinki Stock Exchange
France	Euronext Paris
Germany	Deutsche Börse
	Börse Berlin-Bremer
	Börse Düsseldorf
	BÖAG Börse AG, Hamburg/Hanover
	Börse-Stuttgart
Greece	Athens Stock Exchange
Hong Kong	Hong Kong Exchange and Clearing
Hungary	Budapest Stock Exchange
India	National Stock Exchange of India
	The Stock Exchange, Mumbai
	Calcutta Stock Exchange
	Delhi Stock Exchange
	Madras Stock Exchange
Indonesia	Jakarta Stock Exchange
Iran	Teheran Stock Exchange
Ireland	Dublin Stock Exchange
Israel	Tel Aviv Stock Exchange
Italy	Borsa Italiana
Jamaica	Jamaica Stock Exchange
Japan	Fukuoka Stock Exchange
	Hiroshima Stock Exchange
	Nagoya Stock Exchange
	Osaka Stock Exchange
	Sapporo Stock Exchange
	Tokyo Stock Exchange

Principal Stock Exchanges *continued*

Jordan	Amman Stock Exchange
Kenya	Nairobi Stock Exchange
Kuwait	Kuwait Stock Exchange
Lebanon	Beirut Stock Exchange
Lithuania	National Stock Exchange of Lithuania
Luxembourg	Bourse de Luxembourg
Macedonia	Macedonian Stock Exchange
Malaysia	Kuala Lumpur Stock Exchange
Mexico	Bolsa Mexicana de Valores
Morocco	Bourse de Casablanca
Nepal	Nepal Stock Exchange
Netherlands	Euronext Amsterdam
New Zealand	New Zealand Stock Exchange
Nigeria	Nigerian Stock Exchange, Lagos
Norway	Oslo Børs
Pakistan	Karachi Stock Exchange
	Lahore Stock Exchange
Panama	Bolsa de Valores de Panamá
Peru	Bolsa de Valores de Lima
Philippines	Philippine Stock Exchange
Poland	Warsaw Stock Exchange
Portugal	Euronext Lisbon
Romania	Bucharest Stock Exchange
Russia	Russian Exchange
Singapore	Singapore Exchange
Slovakia	Burza cenných papierov v Bratislave
Slovenia	Ljubljana Stock Exchange
South Africa	Johannesburg Stock Exchange
Spain	Bolsa de Bilbao
	Bolsa de Madrid
	Bolsa de Barcelona
	Bolsa de Valencia
Sri Lanka	Colombo Stock Exchange
Sweden	Stockholmbörsen
Switzerland	Swiss Exchange
Taiwan	Taiwan Stock Exchange
Thailand	Stock Exchange of Thailand
Trinidad and Tobago	Trinidad and Tobago Stock Exchange, Port of Spain
Turkey	Istanbul Menkul Kıymetler Borsası
United Kingdom	London Stock Exchange
United States	American Stock Exchange, New York
	NASDAQ
	Boston Stock Exchange
	Chicago Stock Exchange
	New York Stock Exchange
	Pacific Exchange, Los Angeles and New York
	Philadelphia Stock Exchange
Uruguay	Bolsa de Valores de Montevideo
Venezuela	Bolsa de Valores de Caracas
Zimbabwe	Zimbabwe Stock Exchange, Harare

World Commodity Markets

Argentina	Bolsa de Cereales, Buenos Aires	grains
Australia	Sydney Futures Exchange	wool, cattle, electricity
Austria	Wiener Börse	raw skins and hides, leather, driving belts, technical leather products, timber
Brazil	Bolsa de Mercadorias & Futuros	gold, coffee, alcohol, sugar, cotton, cattle, soybean, corn
Canada	Winnipeg Commodity Exchange	canola, canola meal, flaxseed, feed wheat, feed barley
China	Shanghai Gold Exchange Shanghai Futures Exchange	gold copper cathode, aluminium ingot
France	MATIF (Marché à Terme International de France)	European rapeseed futures, milling wheat futures, corn futures, sunflower seeds
German	Südwestdeutscher Warenbörsen (Mannheimer Produktenbörse, Stuttgarter Waren- und Produktenbörse, Frankfurter Getreide- und Produktenbörse, Wormser Getreide- und Produktenbörse) Warenterminbörse, Hanover Bremer Baumwollbörse	grain, fodder, oilseed, eggs, roughage, potatoes, fuel oil potatoes, hogs, wheat, rapeseed, heating oil, recyclable paper cotton
Hong Kong	Chinese Gold and Silver Exchange	gold, silver
Hungary	Budapest Commodity Exchange	grain, livestock, financials
India	Tobacco Board, Andhra Pradesh Coffee Board, Bangalore Central Silk Board, Mumbai Tea Board of India, Calcutta Cardamom Board, Cochin Coir Board, Cochin Rubber Board, Kerala	tobacco coffee silk tea cardamoms coir rubber
Italy	Borsa Merci Telematicade Mediterraneo	bergamot orange, essential oil of bergamot, tangerine, orange, lemon, citron, mandarin, grapefruit, oil, wine
Japan	Central Japan Commodity Exchange Hokkaido Grain Exchange Kanmon Commodity Exchange Kansai Commodities Exchange Osaka Mercantile Exchange	gasoline, kerosene, eggs, azuki beans, soybeans corn, soybean, soybean meal, azuki bean, arabica coffee, robusta coffee, raw sugar futures broiler, corn, soybean, redbean, refined sugar frozen shrimp, coffee, corn, soybeans, azuki beans, raw sugar, raw silk aluminium, cotton, rubber

World Commodity Markets *continued*

Japan cont'd	Tokyo Commodity Exchange	aluminium, gold, silver, platinum, palladium, gasoline, kerosene, crude oil, rubber
	Tokyo Grain Exchange	corn, soybean, coffee, rawsugar, redbean
	Tokohashi Dried Cocoon Exchange	silk cocoons
Kenya	Coffee Board of Kenya	coffee
	East African Tea Trade Association	tea
	Kenya Tea Development Authority	tea
Malaysia	Malaysian Rubber Board	rubber
	Malaysia Derivatives Exchange	crude palm oil, interest rate futures, government securities futures
Netherlands	Euronext, Amsterdam	pigs, potatoes
Singapore	Singapore Commodities Exchange	rubber, coffee
United Kingdom	Liverpool Cotton Association	raw cotton
	Euronext LIFFE (London International Financial Futures and Options Exchange)	cocoa, coffee, sugar, wheat, barley, weather futures
	London Metal Exchange	aluminium, copper
	International Petroleum Exchange	crude oil, gas oil, natural gas
United States	Mid-American Commodity Exchange	gold, silver, platinum
	Kansas City Board of Trade	wheat, natural gas, stock indexes
	New York Board of Trade (NYBOT, parent company of Coffee, Sugar & Cocoa Exchange (CSCE), New York Cotton Exchange (NYCE), New York Futures Exchange (NYFE))	cocoa, coffee, cotton, sugar
	New York Mercantile Exchange (NYMEX)	crude oil, gasoline, heating oil, natural gas, coal, propane, gold, silver, platinum, palladium, aluminium, copper
	Chicago Board of Trade	corn, oats, soya bean oil, wheat, soya beans, rough rice, gold, silver, Treasury bonds, Treasury notes, other interest rates, and stock indexes
	Chicago Mercantile Exchange	beef, dairy, forest, e-livestock, hogs, crude oil, natural gas, weather futures, chemical futures, foreign currencies
	Minneapolis Grain Exchange	spring wheat
	BrokerTec Futures Exchange	government securities
	Merchants Exchange	barge freight rates, energy products
	NASDAQ LIFFE	securities futures
	FutureCom	cattle

International Currencies

In the following list, units of currency marked (*) usually have no plural: e.g. 1 kyat (one kyat), 200 kyat (two hundred kyat), etc.

Country	Currency	Divided into	Abbreviation
Afghanistan	Afghani*	puli	Af <i>or</i> Afs
Albania	Lek*	qindars	Lk
Algeria	Algerian dinar	centimes	DA
Andorra	Euro	cents	€
Angola	Kwanza*	lwei	Kzrl
Antigua	East Caribbean dollar	cents	Ecar\$ <i>or</i> EC\$
Argentina	Argentinian peso	australes	
Australia	Australian dollar	cents	A\$
Austria	Euro	cents	€
Bahamas	Bahamian dollar	cents	B\$
Bahrain	Bahraini dinar	fil	BD
Bangladesh	Taka*	poisha	Tk
Barbados	Barbados dollar	cents	Bd\$ <i>or</i> BD\$
Belarus	Rouble	kopeks	
Belgium	Euro	cents	€
Belize	Belize dollar	cents	BZ\$
Benin	CFA franc	centimes	CFA Fr
Bermuda	Bermuda dollar	cents	Bda\$
Bhutan	Ngultrum*	chetrum	N
Bolivia	Boliviano <i>or</i> Bolivian peso	centavos	\$b
Bosnia	Marka	para	
Botswana	Pula	thebe	P
Brazil	Real	centavos	R\$
Brunei	Brunei dollar	sen	B\$
Bulgaria	Lev*	stotinki	Lv
Burkina Faso	CFA franc	centimes	CFA Fr
Burma (<i>see</i> Myanmar)			
Burundi	Burundi franc	centimes	Bur Fr <i>or</i> FrBr
Cambodia	Riel*	sen	RI
Cameroon	CFA franc	centimes	CFA Fr
Canada	Canadian dollar	cents	Can\$ <i>or</i> C\$
Cape Verde Islands	Escudo Caboverdiano	centavos	CV esc
Cayman Islands	Cayman Island dollar	cents	CayI\$
Central African Republic	CFA franc	centimes	CFA Fr
Chad	CFA franc	centimes	CFA Fr
Chile	Chilean peso	centavos	Ch\$
China	Yuan* <i>or</i> renminbi*	fen	Y
Colombia	Colombian peso	centavos	Col\$
Comoros	CFA franc	centimes	CFA Fr
Congo (Republic of)	CFA franc	centimes	CFA Fr
Congo (Democratic Republic of)	Congolese franc	centimes	
Costa Rica	Colón*	centimos	¢
Croatia	Kuna	lipas	
Cuba	Cuban peso	centavos	Cub\$
Cyprus	Cyprus pound	cents	£C <i>or</i> C£
Czech Republic	Koruna	haleru	Kč
Denmark	Krone	øre	DKr <i>or</i> DKK

International Currencies *continued*

Country	Currency	Divided into	Abbreviation
Djibouti	Djibouti franc	centimes	Dj Fr
Dominica	East Caribbean dollar	cents	EC\$
Dominican Republic	Dominican peso	centavos	DR\$
Ecuador	Sucre*	centavos	Su
Egypt	Egyptian pound	piastres	£E <i>or</i> E£
Eire (<i>see</i> Irish Republic)			
El Salvador	Colón*	centavos	ES¢
Equatorial Guinea	CFA franc	centimes	CFA Fr
Estonia	Kroon	sents	
Ethiopia	Birr* <i>or</i> Ethiopian dollar	cents	EB
Fiji	Fiji dollar	cents	\$F <i>or</i> F\$
Finland	Euro	cents	€
France	Euro	cents	€
French Guiana	Euro	cents	€
Gabon	CFA franc	centimes	CFA Fr
Gambia, The	Dalasi*	butut	Di
Germany	Euro	cents	€
Ghana	Cedi*	pesewas	¢
Georgia	Lari	tetri	
Greece	Euro	cents	€
Grenada	East Caribbean dollar	cents	Ecar\$ <i>or</i> EC\$
Guatemala	Quetzal	centavos	Q
Guinea	Guinea franc	centimes	
Guinea-Bissau	CFA franc	centimes	CFA Fr
Guyana	Guyana dollar	cents	G\$ <i>or</i> Guy\$
Haiti	Gourde*	centimes	Gde
Holland (<i>see</i> Netherlands)			
Honduras	Lempira*	centavos	La
Hong Kong	Hong Kong dollar	cents	HK\$
Hungary	Forint	filler	Ft
Iceland	Króna	aurar	lkr
India	Rupee	paisa	R <i>or</i> Re <i>or</i> R\$
Indonesia	Rupiah*	sen	representative
Iran	Rial*	dinars	RI
Iraq	Iraqi dinar	fil	ID
Irish Republic	Euro	cents	€
Israel	Shekel	agora	IS
Italy	Euro	cents	€
Ivory Coast	CFA franc	centimes	CFA Fr
Jamaica	Jamaican dollar	cents	J\$
Japan	Yen*	sen	Y <i>or</i> ¥
Jordan	Jordanian Dinar	fil	JD
Kazakhstan	Tenge		
Kenya	Kenya shilling	cents	KSh <i>or</i> Sh
Korea (North)	North Korean won*	chon	NK W
Korea (South)	South Korean won*	jeon	SK W
Kuwait	Kuwaiti dinar	fil	KD
Kyrgystan	Som	tyin	
Laos	Kip*	at	K <i>or</i> Kp

International Currencies *continued*

Country	Currency	Divided into	Abbreviation
Latvia	Lat	santims	
Lebanon	Lebanese pound	piastres	£Leb <i>or</i> L£
Lesotho	Loti*	lisente	L
Liberia	Liberian dollar	cents	L\$
Libya	Libyan dinar	dirhams	LD
Liechtenstein	Swiss franc	centimes	SFr <i>or</i> FS
Lithuania	Lita		
Luxembourg	Euro	cents	€
Macedonia	Dinar	paras	
Macau	Pataca*	avos	P <i>or</i> \$
Madeira	Euro	cents	€
Malagasy Republic	Malagasy franc	centimes	FMG <i>or</i> Mal Fr
Malawi	Kwacha*	tambala	K <i>or</i> MK
Malaysia	Ringgit <i>or</i> Malaysian Dollar	sen	M\$
Maldives	Rufiyaa	laaris	MvRe
Mali	CFA franc	cents	CFA Fr
Malta	Maltese pound <i>or</i> lira	cents	£M <i>or</i> M£
Mauritania	Ouguiya*	khoums	U
Mauritius	Mauritius rupee	cents	Mau Rs <i>or</i> R
Mexico	Peso	centavos	Mex\$
Moldova	Leu		
Monaco	Euro	cents	€
Mongolian Republic	Tugrik*	möngös	Tug
Montserrat	East Caribbean dollar	cents	Ecar\$ <i>or</i> EC\$
Morocco	Dirham	centimes	DH
Mozambique	Metical*	centavos	M
Myanmar	Kyat*	pyas	Kt
Namibia	Namibian dollar	cents	
Nauru	Australian dollar	cents	A\$
Nepal	Nepalese rupee	paise	NR <i>or</i> Nre
Netherlands	Euro	cents	€
New Hebrides (<i>see</i> Vanuatu)			
New Zealand	New Zealand dollar	cents	NZ\$
Nicaragua	Córdoba	centavos	C\$ <i>or</i> C
Niger	CFA franc	centimes	CFA Fr
Nigeria	Naira*	kobo	N <i>or</i> ₦
Norway	Krone	ore	NKr
Oman	Rial Omani	baizas	RO
Pakistan	Pakistan rupee	paise	R <i>or</i> Pak Re
Panama	Balboa	centesimos	Ba
Papua New Guinea	Kina*	toea	Ka <i>or</i> K
Paraguay	Guarani*	centimos	G
Peru	Sol	cents	S
Philippines	Philippine peso	centavos	P <i>or</i> PP
Poland	Zloty	groszy	Zl
Portugal	Euro	cents	€
Puerto Rico	US dollar	cents	\$ <i>or</i> US\$
Qatar	Qatar Riyal	dirhams	QR
Reunion	CFA franc	centimes	CFA Fr
Romania	Leu*	bani	L <i>or</i> l
Rwanda	Rwanda franc	centimes	Rw Fr

International Currencies *continued*

Country	Currency	Divided into	Abbreviation
Russia	Rouble	kopeks	Rub
St Lucia	East Caribbean dollar	cents	Ecar\$ <i>or</i> EC\$
St Vincent	East Caribbean dollar	cents	Ecar\$ <i>or</i> EC\$
Samoa	Tala	sene	
Saudi Arabia	Saudi riyal <i>or</i> rial	halala	SA R
Senegal	CFA franc	centimes	CFA Fr
Serbia & Montenegro	Dinar	paras	DN
Seychelles	Seychelles rupee	cents	Sre <i>or</i> R
Sierra Leone	Leone	cents	Le
Singapore	Singapore dollar	cents	S\$ <i>or</i> Sing\$
Slovakia	Koruna	haliers	Sk
Slovenia	Tolar	stotin	SIT
Solomon Islands	Solomon Island dollar	cents	SI\$
Somalia	Somali shilling	cents	Som Sh
South Africa	Rand*	cents	R
Spain	Euro	cents	€
Sri Lanka	Sri Lankan rupee	cents	SC Re
Sudan	Sudanese dinar	pounds	SD
Suriname	Suriname guilder	cents	S Gld
Swaziland	Lilangeni*	cents	Li <i>or</i> E
Sweden	Krona	örér	SKr
Syria	Syrian pound	piastres	S£
Taiwan	New Taiwan dollar	cents	T\$ <i>or</i> NT\$
Tanzania	Tanzanian shilling	cents	TSh
Thailand	Baht*	satang	Bt
Togo	CFA franc	centimes	CFA Fr
Tonga	Pa'anga	seniti	
Trinidad & Tobago	Trinidad & Tobago dollar	cents	TT\$
Tunisia	Tunisian dinar	millimes	TD
Turkey	Turkish lira	kurus	TL
Turkmenistan	Manat	tenesi	
Tuvalu	Australian dollar	cents	\$A
Uganda	Uganda Shilling	cents	Ush
Ukraine	Hryvna	kopiykas	
United Arab Emirates	UAE dirham	fil	UAE Dh <i>or</i> UD
United Kingdom	Pound sterling	pence	£ <i>or</i> £Stg
USA	Dollar	cents	\$ <i>or</i> US\$
Uruguay	Uruguayan peso	centesimos	N\$
Uzbekistan	Sum	tiyin	
Vanuatu	Vatu	centimes	
Venezuela	Bolívar	centimos	BS
Vietnam	Dong*	xu	D
Virgin Islands	US dollar	cents	US\$
Yemen	Riyal	fil	YR
Zambia	Kwacha*	ngwee	K
Zimbabwe	Zimbabwe dollar	cents	Z\$

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